

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – June 15, 2004

Work Session

Chairperson Jerry Miller called the work session to order at 5:30 p.m. Tuesday, June 15, 2004, in accordance with the agenda and public notice of the meeting. Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Ron Hitchcock, Carol Knobbe, Dave Standridge, Sue Mathisen, Randy Trummer, and Barbara McBurnett, recording secretary.

Discussion

The work session was called to discuss to planning for use of the recently purchased Westmoreland Elementary School. The facility will house special education programs. Plans for implementation include:

2004-05

- The Lane School program will occupy Rooms 1 through 8 as well as office space.
- The Community Classroom West will occupy Room 16 (housed at Lane ESD during 2003-04).
- School psychologists will have office space in Room 14.

2005-06

- Special education administrative and support staff will occupy Rooms 17, 18, and 19.
- The remainder of the itinerant staff will move to the same pod as school psychologists.

Other

- The use of Rooms 9, 10, 11 and 12, which are contained in one pod, has not yet been determined.
- The gym, library, and multi-purpose rooms will be have multiple users and have rental potential.
- The budget for facilities and maintenance for 2004-05 is \$225,800.

Board members would like to be informed of expenses involved in retrofitting the facility for ESD uses, as well as dollars recouped through rental fees. A detailed report on the planned facility usage is an official attachment to these minutes.

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

1. Regular Meeting
Call to Order

1 Chairperson Jerry Miller called the regular board meeting to order at 7:00 p.m. Tuesday, June 15, 2004, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson; advisory member Chuck Forster. Administrative staff members present were Superintendent Ron Hitchcock, Carol Knobbe, Dave Standridge, Sue Mathisen, Randy Trummer, and Barbara McBurnett, recording secretary.

2. Budget Hearing

2 Chair Miller opened the budget hearing on the 2004-05 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 Register Guard newspaper. Copies of the budget are available for public inspection. The chair invited comments on the budget. There were none. Chair Miller declared the budget hearing closed.

3. Recognition and
Introductions

3 There was no staff or public recognition.

4. Public Participation

4 There was no public participation.

5. Agenda Review

5 Item 6C, Approve Salary Advance, was added to the agenda.

6. Action Items

6A Budget Actions: Adopt Budget, Appropriate Budget, Levy Taxes (*official attachments*)

Adopt Budget

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD hereby adopts the budget for the 2004-05 fiscal year in the total sum of \$41,066,365, now on file at the Office of the Superintendent. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER AND SWANSON VOTING YES.** (ESD Resolution 03-027)

Appropriate Budget

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that for the fiscal year beginning July 1, 2004, the amounts listed on the attached appropriation memo are hereby appropriated for the purpose as indicated within the funds list. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER AND SWANSON VOTING YES.** (ESD Resolution 03-028)

Levy Taxes

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD hereby imposes the taxes provided for in the adopted budget at the rate of \$.2232 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized for tax year 2003-04 upon the assessed value of all taxable property within the district. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER AND SWANSON VOTING YES.** (ESD Resolution 03-029)

Subject to Education Limitation

Excluded from Limitation

GENERAL
FUND

\$.2232/1,000

\$0

6B

The following action items were included in the Consent Agenda approval:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.

(1) Approve Board minutes of May 25, 2004

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting May 25, 2004, as submitted.

(2) Approve Board minutes of June 1, 2004

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its work session June 1, 2004.

(3) Accept monthly Human Resources Report and approve personnel recommendations

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated June 8, 2004.

(4) Approve July Board Meeting Date

BE IT RESOLVED that the Board of Directors of Lane ESD organizational meeting be set for Tuesday July 13, 2004.

(5) Adopt Revised Policy JO – Education Records (second reading)

BE IT RESOLVED that the Board of Directors of Lane ESD adopts revised policy JO – Education Records

(6) Adopt Revised Policy JFCB – Care of District Property by Students (second reading)

BE IT RESOLVED that the Board of Directors of Lane ESD adopts revised policy JFCB – Care of District Property by Students

(7) Adopt Revised Policy ECAB – Vandalism/Malicious Mischief/Theft (second reading)

BE IT RESOLVED that the Board of Directors of Lane ESD adopts revised policy ECAB – Vandalism/Malicious Mischief/Theft

DIRECTOR DUERST-HIGGINS 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 BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-030)**

6C Approve Salary Advance

According to Policy DLBA, Advance Salary Payments, no more than three advances will be approved in a calendar year without approval of the Board. Shirley Marchbanks is requesting her fourth salary advance; therefore, Board approval is required.

DIRECTOR BERNEY MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the salary advance request for Shirley Marchbanks. Director Holman seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, and MILLER VOTING YES. DIRECTOR SWANSON VOTED NO. (ESD Resolution # 03-031)**

7. Discussion/
Reports

7A The following dates are proposed for the 2004-05 regular meetings for the Lane ESD Board of Directors. Exceptions to the fourth Tuesday are: December 7 (combined November-December meeting) and March 15 (the week prior to spring break).

- August 24, September 28, October 26, December 7, January 25, February 22, March 15, April 26, May 24, June 28

7B Lane Education Foundation Report

The Board received a report on the 2003-04 activities of Lane Education Foundation, which include co-sponsorship of the Science Fair, development of a brochure and website, grant application, and hosted guest speakers.

7C OSBA Legislative Policies and Priorities Survey

All Board members were recently mailed the OSBA Legislative Policies and Priorities Survey. Board members decided to respond to the survey individually rather than as a group.

7D New Policy EHA – Health Insurance Portability and Accountability Act

This policy appeared as a first reading at the May 25 meeting. It has been put on hold until it is determined that policy language is clarified in relationship to network compliance. Language is being researched, and the policy will be resubmitted as a first reading at a later date.

8. Superintendent's
Report

8A Financial Report

The financial report for May 2004 was reviewed by Dave Standridge. The trend continues with revenues higher than budgeted and expenditures below the budgeted amount.

9. Information from
Administrative Staff

8 Assistant superintendent Carol Knobbe and directors Dave Standridge, Sue Mathisen, and Michelle Mantel reported to the Board on activities in their service areas. (official attachment)

- | | | |
|---------------------------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. Information from Board Chair | 10 | <ul style="list-style-type: none"> Chair Miller reported that the LCOG Executive Committee will meet on Saturday, June 26 in Florence. |
| 11. Board Member Presentations and Comments | 11 | <ul style="list-style-type: none"> Director Berney requested that committee and organization affiliations be reviewed at the next meeting. Director Duerst-Higgins reported that Cottage Grove has been selected as one of ten all-American cities. Director Kimball attended the Martin Luther King Education Center graduation and was impressed with the graduates and the number of attendees. Advisory member Chuck Forster reported that a "Community Solutions Plan" has been developed by United Way to address Lane County's County's problems of hunger, poverty, homelessness and domestic violence; additional information is available on the United Way website, unitedwaylane.org. |
| 12. Announcement/ Correspondence | 12A | A Register Guard article about the Lane County Spelling Contest was included. A letter from OSBA reviewing the benefits of OSBA membership was included. |
| 13. Adjournment | 13 | The meeting was adjourned at 8:00 p.m. |
| 14. Executive Session | 14 | An Executive Session was called at 8:05 p.m. under the provisions of ORS 192.660(2)(l) to review and evaluate the employment-related performance of the superintendent. Board Members in attendance were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. |
| Reconvene Regular Meeting | | <p>Chair Miller reconvened the regular meeting and reported on the Board's evaluation of Superintendent Ron Hitchcock. The Board gave the superintendent an overall rating of "very good". The meeting was adjourned at 9:45 p.m.</p> <p>The next meeting of the Lane ESD Board of Directors will be on Tuesday, July 13, 2004, beginning at 6:00 p.m., at the ESD Center Building</p> |

Minutes approved:

(date) BJM

Attachments to official minutes:

1. Work Session Handouts
2. Superintendent Report
3. Administrative Staff Report


Jerry Miller, Chairperson


Ron Hitchcock, Superintendent-Clerk

Lane ESD Board - Westmoreland Update
June 15, 2004

Facilities

Systems/Service Transfer

- Security: Scheduled for switchover on July 2? Initially will stay with existing system. Extensive redesign will be required prior to full use in 2005. Remote monitoring and keyless entry options are being considered.
- Keys: We are working with 4J on this issue. Eventual re-keying will be required.

Program Support

- Room Prep: Surplus furniture removal for Lane School classrooms will occur on July 1
 - Cleaning of Lane School classrooms will occur in July
 - Modification of classrooms to meet Lane School needs July 5-August 20
 - Lane School classroom setup August 1-10
 - Prepare community classroom location during July
 - Move and setup community classroom, week of August 1.
- Room Inventory: Building inventory July 5-30th.
- Install copiers at Westmoreland August 1-10

Maintenance

- Purchase turf mower to maintain 2 acres of lawn at Westmoreland by June 30th.
- Summer Maintenance: Mowing to commence on July 5th.
- Future Plans: Modify shed for grounds use, Clean Head Start portable and prepare it for use by Lane Education Service District programs or clients.
- Inspect older portions of roof to determine remaining useful life.

Related Lane School Closeout Activities:

Crow School District Site

- All facilities work at Applegate has been completed

Current Lane School Site

- Movers move Lane School to Westmoreland location on July 1
- Nash to clean building on July 1 evening
- Keys to Eugene 4J on July 1
- Monitoring by ADT to continue through August 1st by request of 4J
 - 4J to be billed for expenses

Lane ESD Board - Westmoreland Update
June 15, 2004

Technology

Basic Infrastructure Requirement

- Local Area Network
 - Updated switching systems purchased, installation scheduled week of 6/30
 - Wide Area Network connectivity installed, implementation scheduled week of 6/30
 - Cabling additions continuing to be identified, installation targeted for late July
 - Distribution point hardware upgrades purchased, installation June/July

Program Technology Support

- File and Application Servers
 - File server system software ordered, installation targeted for late September
 - Backup system enhancements ordered, installation targeted for late September
- Computer labs / training labs
 - Upgrades ordered for Instructional Technology; trickle-down systems to Westmoreland late June
 - Classroom network equipment purchased, installation targeted for mid-July
- Video Conferencing support: ordered, installation targeted for mid-July

Telephones

- Telephone system reviewed and accepted from 4J
 - Trunks ordered, installed, cutover scheduled for 7/2
 - Telephone sets accepted from 4J
- Telephone system maintenance contract with LCOG negotiated, starts 7/1

Related Lane School Closeout Activities:

Crow School District Site

- Cancellation of ordered phone system trunks

Current Lane School Site

- Cancellation of phone system trunks
- Cancellation of Off-prem extensions, fax
- Cancellation of data circuits
- Retrieval of technology, weeks of 6/14 and 6/21



Facilities
Management
School District 4J
715 W. 4th Avenue
Eugene, OR 97402
541-487-3169

WESTMORELAND ELEMENTARY SCHOOL

1717 CITY VIEW 97402-3499

541-687-3373



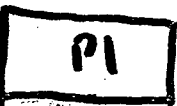
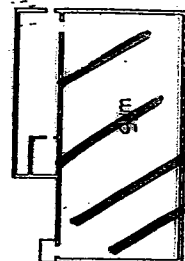
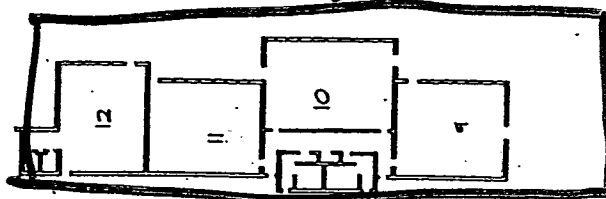
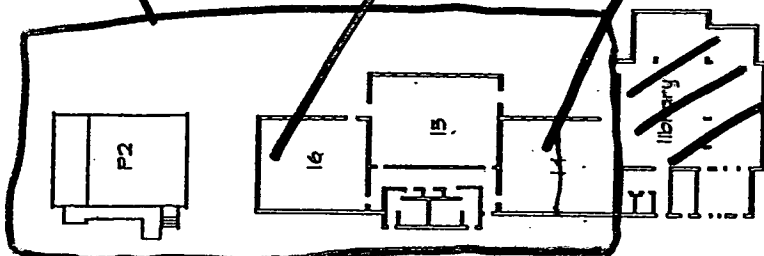
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5-06
Remainder of pod:
itinerant staff

04-05
Community Class West

04-05
School Psychologists

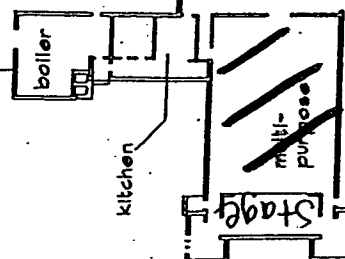
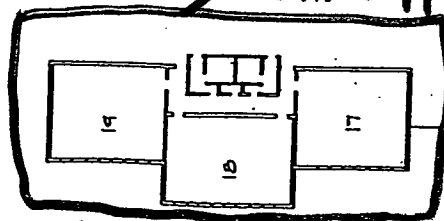
TBD



05-06
Special Ed Admin.
and Support staff

04-05
Lane
School

18th Avenue



multiple-user
rooms

City View

ESD Main Building

Facilities Budget 2004-05	\$	468,677
Square Feet		50,000
Annual cost per square foot	\$	9.37

	Square Feet		Annual Cost
Community Classroom	1,120	\$	10,494
Director	150		1,406
Administrative Assistant	120		1,124
Sp Ed Manager	100		937
Sp Ed Manager	100		937
Sp Ed Manager	100		937
Sp Ed area	2,070		19,396
Old Sp Ed area	640		5,997
Old Sp Ed office	100		937
Old Sp Ed office	100		937
	4,600	\$	43,102

Westmoreland

Budget 2004-05	\$	225,890
Square Feet		48,221
Annual cost per square foot	\$	4.68

	Square Feet		Annual Cost
Classroom Average (18)	1,099	\$	5,143
Office	3,348	\$	15,669
Library	2,650	\$	12,402
Gym	2,946	\$	13,787
Multipurpose	3,130	\$	14,648

Westmoreland 2004-05 Budget

Custodial - .5 FTE	31,095
Temporary Help	5,000
Cleaning Service	50,000
Repairs/Maintenance	40,000
Electric	20,000
Insurance	20,000
Gas	15,000
Custodial Supplies	8,000
Professional Services	5,000
Non-Consumable Supplies	5,000
Water	4,000
Garbage	2,500
Computer Hardware	2,000
Phone Lines	1,195
Dues	100
Alarm System	
Phone Maintenance	
Total	208,890

Grounds

Supplies	10,000
Repairs/Maintenance	5,000
Non-Consumable Supplies	2,000
Total	17,000

Total	225,890
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Main Campus

- ❖ The main campus of Lane Education Service District is generally in good condition.
- ❖ Systems with significant life remaining.
 - Roof has 28 year life remaining.
 - Chiller has 18 year life remaining.
 - Chiller tower has 15 year life remaining.
 - Asphalt is in generally good condition, will need resealing in 1 to 2 years.
 - Sidewalks are in good condition.
 - Paint is in good condition.
- ❖ Systems identified as nearing or reaching the end of useful life
 - Carpeting is 3 years past end of useful life
 - Seams lifting and fraying.
 - Severe fading in many areas.
 - Staged replacement over next 18 months as building uses are redefined and department moves implemented.
 - HVAC control system is 30 years old and parts are becoming difficult to procure. Consultants have recommended replacement of pneumatic/mechanical controls with electronic controls. We are just starting exploration of costs and options.
 - Restrooms do not meet current ADA requirements.
- ❖ Construction/Remodel
 - The darkrooms need significant remodeling to become useable space
 - Potential location for ADA restroom facility.
 - The darkroom workroom can be incorporated into the current Community Classroom space with moderate remodeling.

Westmoreland Campus

The Westmoreland campus of Lane Education Service District is in generally good condition.

- ❖ Systems with significant life remaining or in "like new" condition
 - Electrical, and all plumbing (except fixtures) were upgraded and replaced between 1990 and 1992
 - Heating systems were upgraded and replaced in 1990. The gas fired heaters have approximately 10 years life remaining.
 - ADA compliant restrooms are located in the main office complex
 - Most roof areas were replaced between 1990 and 2001
- ❖ Systems identified as nearing or reaching the end of useful life
 - Some parts of the roofing system are at the end of their useful life. Further inspection is necessary after we take ownership, but most appear to be in non- critical areas (breezeways etc.)
 - The two smaller portables have deteriorating siding and will need residing as funds allow
 - The Head-Start portable carpeting is fraying and stained beyond repair.
- ❖ Construction/Remodel
 - Time out room needs to be constructed in support of Lane School Program.
 - Rooms 17-19 will need offices constructed in support of Special Education Administration use
 - Shed behind Head Start will require remodeling to accommodate grounds equipment.

Westmoreland Time-Line

MARCH

Thursday	3/10/04	First, last, and only notice in RG
Friday	3/11/04	Cost comparison data developed by Gary R
Monday	3/15/04	Site visit w/ Sue P, Jeff P, Carol K, Ron H
Tuesday	3/16/04	Discussion at Cabinet Meeting
		Executive session at Board Meeting
Wednesday	3/17/04	Deadline for Letter of Intent to be submitted to 4J
		First contact with David Hemenway
		Submitted Letter of Intent
		4J Board Meeting, received 3 letters
Thursday	3/18/04	Board update via email
Monday	3/22/04	Board email invitation
Tuesday	3/23/04	Site visit with David H and Sue P
Wednesday	3/31/04	First discussion with Pacific U

APRIL

Thursday	4/01/04	Submitted formal offer to 4J
Friday	4/02/04	Discussions w/ other ESDs re: property acquisitions
Monday	4/05/04	Earnest money deposited (\$25,000)
Tuesday	4/06/04	Second contact with Pacific U
Wednesday	4/07/04	RG news article announces our interest
Tuesday	4/13/04	Lane School Relocation / Cabinet planning session
Wednesday	4/14/04	Meet Sue P and Jon L to discuss specifics of offer
		4J Board meets in executive session to review offers
Thursday	4/15/04	Positive phone call from 4J
		Board update via email
		Pacific U informed of 4J decision
Friday	4/16/04	Board email notice of upcoming executive session
Tuesday	4/20/04	Superintendent Council, not on agenda no questions
Wednesday	4/21/04	Board email invitation and update
		Walk through to develop inventory list
		Rental status report general, Pacific U specifically
		Report on Westmoreland utility costs
Thursday	4/22/04	Summary report of inventory
Friday	4/23/04	Management team review of Westmoreland decision
Tuesday	4/27/04	RG news article reveals details of our offer
		Board meeting, exec session with David H
		Budget report to Board with/without Westmoreland
		Final approval by ESD Board
Wednesday	4/28/04	4J Board meeting, formal acceptance of our offer
Thursday	4/29/04	Addendum to purchase and sale agreement
		Board update via email
		Press release to media
		Superintendent notice via email
Friday	4/30/04	Site visit with Jon L

MAY

Wednesday 5/05/04

Wednesday 5/12/04

Thursday 5/06/04

Wednesday 5/12/04

Monday 5/17/04

Tuesday 5/18/04

Thur—Sun 5/20—5/23

Thur—Fri 5/20—5/21

Tuesday 5/25/04

Thursday 5/27/04

Friday 5/28/04

Staff planning meeting, decision to not seek tenants

Staff planning meeting, feedback from sp ed dept

First discussion with Far West Neighborhood group

First response from Fred Tepfer re: land use action

Full report from Fred Tepfer (in May board packet)

First draft of Westmoreland Project Plan, time lines

Superintendent Council agenda item, 2 questions

OAESD Conference

Decision to abandon C-A-L site

Board Meeting, schedule Westmoreland work session

Meeting at Westmoreland with Far West Neighbors

Signed closing documents for purchase

Superintendent Report

- Service Goal:
 - Participated in the Lane County Spelling Contest, hosted by LESD.
 - Closed on Westmoreland, terminated Lane School relocation to C-A-L.
 - MLK Education Center Commencement Ceremony.
 - Mobilization of emergency technology services for McKenzie.
 - Finalized agenda and presenter commitments for Administrator Academy.
 - LBLED meetings, glean promising practices for program assessment model.
 - Completed county-wide *Student Transfer* and *Notice of Residency* documents.
 - Began work on county-wide collection of comparative salaries and benefits.
- Financial Goal:
 - Internal committee completed work on *Cost-Recovery/Fee-for-Service* model and template for providing non-resolution services.
 - Space allocation meetings completed. Facility costs, allocation process, and assignment to resolutions clarified, presentation at next management meeting.
 - Participation in a grant (federal dollars through ODE) to provide services for schools failing to meet AYP (7 schools in Lane County).
- Human Resource Goal:
 - Finished classroom/program visits to every life skills or behavior class.
 - Attended Life Skills *SPLASH* day.
 - Attended Life Skills annual picnic and bowling awards program.
 - Attended *Graduation from Classroom #1*, Patterson Elementary.
 - MLK Education Center Commencement Ceremony.
 - Hiring for hard to fill special education position is 90% completed due to early recruiting efforts and innovative recruiting methods.
- Patron Relations Goal:
 - Attended legislative hearing of education committee. Follow-up meeting with Representative Pat Farr.
 - Inclusion with Urban Superintendents on *Diversity Initiative*. Follow-up meeting with U of O education department.
 - Attended LCC budget committee and Board meetings.
 - Member of Leadership Team for the Bethel ESP2 project.
 - Meeting with Far West Neighborhood group at Westmoreland.
 - Nominated to COSA Funding Coalition Committee.
 - Hosted first LBEC meeting at ESD, full co-location by January.
- Additional Notes:
 - Pleasant Hill District Superintendent, Jerry Fritts, will be leaving by July 1st to accept other employment.
 - Summer hours for LESD, from June 21 to August 13, 7:30 a.m. to 4:30 p.m.
 - Ron is gone to Utah for vacation, wedding, R&R, June 18-30.

Administrative Reports

Carol Knobbe, Assistant Superintendent

Recruitment

We continue to process new hires for vacant positions in the agency.

Employee Orientation

Even before we "wrapped up" the year, we have begun to finalize plans for our new staff and all staff orientation activities. We will be organizing our new staff orientation so that we bring this group together 3 times during the first 6 months of employment and provide a more in depth orientation process.

Medicaid Administrative Claiming

This program responsibility will move to the Administrative Services Area. Eileen Palmer and I are working on transition activities, and I will be meeting with Department of Human Services and Multnomah ESD staff related to the program and contracts. A program assistant has been hired and will begin working with Carol Skondin to transition responsibilities. Dave Standridge, Carol Skondin and Eileen Palmer have laid a solid foundation that will make for a smooth transition.

Dave Standridge, Business Support Services

Staffing

Replacements for our two retiring accounting clerks have been hired. David Lanza has already started as our Payroll/Accounts Receivable Clerk. Linda Schultz will be starting June 28th as our Accounts Payable Clerk. We feel very fortunate to have them both.

Audit Questionnaire

As a result of a new auditing standard this year, the Lane ESD Board will be asked to complete a brief, two-question survey regarding related party transactions. The Board will receive the survey shortly and are asked to return it to Jones & Roth by July 15th.

The management team will also be asked to complete the survey. Management will also be completing a survey regarding fraud. The questions pertain to possible risks of fraud, fraud detection, misappropriation of assets and ethics.

Sue Mathisen, Special Education

Westmoreland Program Functions

2004-05 Plans:

- Lane School will inhabit 3 pods (Rooms 1-8), as well as the office complex.
- The Life Skills Community Class and the School Psychologists will inhabit part of the northeast pod, and this pod will eventually accommodate the rest of the special education itinerant staff.
- The Library, Multi-purpose Room and the Gym will be "multiple-user rooms" and will be reserved for use through Meeting Maker, as are "meeting rooms" at the Lane ESD main campus. These rooms will also be available for use/rental by the neighborhood groups currently using them.

2005-06 Plans:

- The northwest pod (rooms 17-19), and perhaps Portable P-1, will house the Special Ed administrative and support staff. These rooms will need to be retrofitted for private office space.
- Use of the southwest pod (Rooms 9-12) has yet to be determined.

Michelle Mantel, Technology and Learning Support Services

Coming Events

- Migrant Summer School – June 28-July 22, 2004, at Guy Lee Elementary
- Fern Ridge Staff Development – August, 2004 at Fern Ridge School District

Current Projects/Happenings

- Tek Data – Upgrade to version 6x to be completed this summer. Production cutover scheduled for late-fall/winter.
- AIMS Streaming Video – Contracting with a new vendor for streaming video.
- National Staff Development Council Training – All specialists attended NSDC training; part of plan to develop a new service delivery model for School Improvement.
- LCC/Lane ESD Collaboration – Continued collaboration with LCC in areas of School Improvement, Media Services and Technology.
- Health Service Proposal – Developing a proposal for the ESD to provide health (nursing) services to interested Lane County School Districts.
- Special Education Expansion – Coordinating Technology and Facilities support for the new and changing Special Education staff.
- Westmoreland Site Preparation – Technology and Facilities preparation for acquisition on July 1 and Special Education use of the facility at the start of the 2004/05 school year.
- Technology acquisition, implementation for new and moving Life Skills classrooms
- Technology participation in several OPEN subcommittee, and continued involvement in technical committee related to statewide E-Learning conference.
- AYP Training Coordination –Working with ODE and districts to coordinate summer training for Title I Schools not meeting AYP.
- Photocopier Replacement – Replacing photocopiers at main campus and preparing displaced equipment for use in Lane School and at Westmoreland.

2004/05 Positions to Fill

- Interviews Complete – Media/Library System Assistant
- Current Openings – FAST Coordinator
- Open Soon – Courier Driver, Network Technician
- Planned - Network Engineer, Media Specialist
- Temporary – Facilities Summer Help

June 15, 2004

RESOLUTION IMPOSING AND CATEGORIZING TAXES

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 \$.2232 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized for tax year 2004-05 upon the assessed value of all taxable property within the district.

	Subject to Education Limitation	Excluded from Limitation
GENERAL FUND	\$.2232/1,000	\$0

Jerry Miller
CHAIRPERSON

6/15/04
DATE

June 15, 2004

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that for the fiscal year beginning July 1, 2004, the amounts shown below are hereby appropriated for the purposes indicated within the funds listed:

GENERAL FUND

GENERAL FUND

1000 INSTRUCTION	\$ 9,256,249
2000 SUPPORT SERVICES	6,369,711
5000 OTHER USES	97,000
6000 CONTINGENCIES	650,000
TOTAL GENERAL FUND	\$16,372,960

SPECIAL REVENUE FUNDS

GRANTS & CONTRACTS FUND

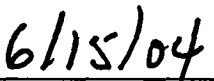
1000 INSTRUCTION	\$ 11,171,105
2000 SUPPORT SERVICES	9,871,510
TOTAL GRANTS & CONTRACTS FUND	\$21,042,615

RESERVE FUND

2000 SUPPORT SERVICES	\$ 1,595,750
5000 OTHER USES	347,000
TOTAL RESERVE FUND	\$ 1,942,750



CHAIRPERSON



DATE

Note: Does not include \$1,708,040 in unappropriated funds (General Fund:\$1,708,040.)

June 15, 2004

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors for Lane Education Service District hereby adopts the budget for the 2004-05 fiscal year in the total sum of \$41,066,365* now on file at the Office of the Superintendent.

* Aggregate sum of budget requirements for all funds.

Serry Miller
CHAIRPERSON

6/15/04
DATE

LANE ESD BOARD OF DIRECTORS'
Work Session
Tuesday – June 1, 2004

Chairperson Jerry Miller called the work session to order at 5:30 p.m. Tuesday, June 1, 2004, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. OSBA Leadership Development Specialist Greg McKenzie, superintendent Ron Hitchcock and Barbara McBurnett, recording secretary, were also present.

Discussion

The work session was called to discuss the superintendent evaluation process. Greg McKenzie facilitated the meeting and presented information to the Board regarding procedures for evaluating the superintendent.

An evaluation document will be developed based on the four goals and benchmarks established for the superintendent by the Board.

Service Goal:

- Build on an existing structure to define and expand services to meet patron demands and government mandates.

Financial Goal:

- Develop revenues to meet defined service levels, instead of reducing services to match state funding.

Human Resource Goal:

- Cultivate a supportive climate, based on two-way communication, to attract and nurture high quality staff.

Patron Relations Goal:

- Ensure that local district boards, administration and staff value their ESD relationships and services.

The evaluation document will be sent to Board members on June 2 and returned to the Executive Assistant for coalescence for Board review at an executive session on June 15. The superintendent will complete a self-evaluation, using the same instrument, to share with the Board at the Executive Session.

Greg McKenzie will work with Superintendent Hitchcock and a designated Board member to develop a evaluation document with standards based on the specific needs of ESD's, which should be completed by September. The Lane ESD Board would like to begin using an expanded superintendent evaluation process, beginning in January, and including component district superintendents, ESD customers and partners.

The work session was adjourned at 7:10 p.m.

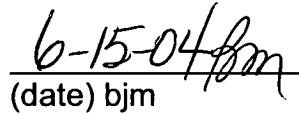


Jerry Miller, Chairperson



Ron Hitchcock, Superintendent-Clerk

Minutes approved:


(date) bjmc

LANE EDUCATION SERVICE DISTRICT
Superintendent Evaluation Form

Standard #1: Organizational Management

This performance standard requires the superintendent to gather, analyze and use data for decision making; framing and solving problems; and formulating solutions to problems. It stresses the skills necessary to meet internal and external customers' expectations and to effectively allocate resources.

Superintendent's Service Goal:

Build on existing structure to define and expand services to meet patron demands and government mandates.

Performance Indicators (Benchmarks)

- 1.1 Expand/Build on positive services
- 1.2 Develop flexible resolution model
- 1.3 Create student life skills support
- 1.4 Train and meet at district sites
- 1.5 Align resources with expectations
- 1.6 Align board/department/management goals
- 1.7 Align services across departments
- 1.8 Follow training with mentoring

Rating:

- ☐ 4 = Outstanding
- ☐ 3 = Very Good
- ☐ 2 = Satisfactory
- ☐ 1 = Needs Improvement
- ☐ 0 = Unacceptable

Comments:

LANE EDUCATION SERVICE DISTRICT
Superintendent Evaluation Form

Standard #2: Financial Management, Policy and Governance

This performance standard requires the superintendent to develop operating procedures, formulate and recommend policy, standards, and regulations and demonstrate good public school governance.

Superintendent's Fiscal Goal:

Develop revenues to meet desired service levels, instead of reducing services to match state funding.

Performance Indicators (Benchmarks)

- 2.1 Develop agency-wide grant capacity
- 2.2 Expand fee-for-service revenue
- 2.3 Contain costs and expand services
- 2.4 Meet, but not be driven by NCLB
- 2.5 Restrict flow-through funding
- 2.6 Increase share of ODE grants
- 2.7 Share departmental resources
- 2.8 Share funds with outside partners

Rating:

- ☐ 4 = Outstanding
- ☐ 3 = Very Good
- ☐ 2 = Satisfactory
- ☐ 1 = Needs Improvement
- ☐ 0 = Unacceptable

Comments:

LANE EDUCATION SERVICE DISTRICT
Superintendent Evaluation Form

Standard #3: Human Resources Management

This performance standard requires the superintendent to develop staff evaluation, assessment and a supervisory system to improve staff performance. It also requires skills in applying ethical, contractual and legal requirements for personnel selection, development, retention and dismissal.

Superintendent's Goal:

Cultivate a supportive climate, based on two-way communication, to attract and nurture high quality staff.

Performance Indicators (Benchmarks)

- 3.1 Targeted, job-alike in-service
- 3.2 Develop employee incentives
- 3.3 All-staff team building activities
- 3.4 Adjust staff with natural attrition
- 3.5 Board/Superintendent/Staff team building
- 3.6 Share information and decisions
- 3.7 Repair and improve internal relations
- 3.8 Grow and replenish agency staff

Rating:

- ☐ 4 = Outstanding
- ☐ 3 = Very Good
- ☐ 2 = Satisfactory
- ☐ 1 = Needs Improvement
- ☐ 0 = Unacceptable

Comments:

LANE EDUCATION SERVICE DISTRICT
Superintendent Evaluation Form

Standard #4: Communications and Community Relations

This performance standard emphasizes the skills necessary to establish effective two-way communications not only with students, staff and parents, but the community as a whole which includes establishing mutually beneficial relationships with the media. It also stresses responding to community feedback and building community support for the agency.

Superintendent's Patron Relations Goal:

Ensure that local district boards, administration and staff value their ESD relationships and services.

Performance Indicators (Benchmarks)

- 4.1 Define and exert educational leadership
- 4.2 Interact and be visible with local boards
- 4.3 Refine relationship with superintendent
- 4.4 Increase awareness of ESD services
- 4.5 Nurture relationship with district staffs
- 4.6 Use press and media for positive publicity
- 4.7 Utilize students to promote programs
- 4.8 Ensure open, two-way communication

Rating:

- ☐ 4 = Outstanding
- ☐ 3 = Very Good
- ☐ 2 = Satisfactory
- ☐ 1 = Needs Improvement
- ☐ 0 = Unacceptable

Comments:

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – May 25, 2004

- | | | |
|-------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Jerry Miller called the regular board meeting to order at 6:05 p.m. Tuesday, May 25, 2004, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Ron Hitchcock, Carol Knobbe, Dave Standridge, Michelle Mantel, Sue Mathisen, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Eileen Palmer, Carol Skondin, and Laura Krenk</p> |
| 2. Supplemental
Budget Hearing | 2 | <p>Chair Miller opened the supplementary budget hearing. An outline of the budget 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. The chair invited comments on the supplementary budget. There were none. Chair Miller declared the supplementary budget hearing closed.</p> |
| 3. Recognition and
Introductions | 3 | <p>There was no staff or public recognition.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Agenda Review | 5 | <p>There were no changes or additions to the agenda.</p> |
| 6. Action Items | 6A | <p>The following action items were included in the Consent Agenda approval:</p> <p>(1) Approve Board minutes of April 27, 2004
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting April 27, 2004, as submitted.</p> <p>(2) Approve Budget Committee Minutes of May 4, 2004
BE IT RESOLVED that the Board of Directors of Lane ESD approves the Budget Committee minutes of its meeting May 4, 2004, as submitted.</p> <p>(3) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated May 17, 2004.</p> <p>DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Holman seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-025)</p> |
| | 6B | <p>Adopt Supplemental Budget and Make Appropriation</p> <p>With the purchase of Westmoreland Elementary School, a supplemental budget is required to increase the appropriation of the Facilities Acquisition and Construction fund.</p> <p>DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD hereby adopts the following supplemental budget for the fiscal year 2003-04 in the sum of \$1,600,000 now on file at the Office of the Superintendent.</p> <p>BE IT FURTHER RESOLVED that the amounts for fiscal year 2003-04 and for the purposes shown below are hereby appropriated and increase the total appropriation of the fund to \$16,101,762.</p> |

Summary of Supplemental Budget

General Fund:

Resources—State School Fund-General Support \$1,600,000

Requirements—4000Facilities Acquisition and Construction \$1,600,000

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-026)**

- 6C Approve Resolution in Support of OAESD/ODE Documents
 These documents were developed by a working group comprised of ODE and OAESD representatives. The MOU is designed to delineate intended collaboration and communication, foster role definition, enhance issue resolution, and help avoid duplication. The Intergovernmental Agreement is designed to clarify the contracting practices and procedures between ODE and their contractors. Official Board support of these documents reaffirms the importance of ESD's in providing a broad range of educational services to Oregon students. (official attachment)
DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves a resolution in support of:
 (1) Memorandum of Understanding Between Oregon Department of education and Education Service Districts, and
 (2) Intergovernmental Agreement Operating Principles
 Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-027)**

7. Discussion/
Reports

- 7A Program Report – Medicaid Administrative Claiming
 Medicaid Administrative Claiming is a method of identifying and accounting for the time spent by district staff on medical or mental health related activities. On a quarterly basis, school district staff are selected randomly and surveyed on a district-selected day regarding activities for that day. Reimbursement is then claimed for the time staff spends on providing these services. The Oregon Department of Human Services oversees this federal program for Oregon. DHS contracts with ESD's to set up the local Medicaid Administrative Claiming program.
 Lane ESD started this program for Lane County school districts in January 2003 with four districts and Lane ESD participating. Presently, all but two districts in Lane County are involved and receiving funds from this program.
- 7B First Reading, New Policy EHA - Health Insurance Portability and Accountability Act
 This is a new policy recommended by OSBA.
- 7C First Reading, Revised Policy JO - Education Records
 Revisions are recommended by OSBA.
- 7D First Reading, Revised Policy JFCB - Care of District Property by Students
 Revisions are recommended by OSBA.
- 7E First Reading, Revised Policy ECAB - Vandalism/Malicious Mischief/Theft
 Revisions are recommended by OSBA.
- 7F July Board Meeting Date
 The Board selected Tuesday, July 13, as the date for the 2004-05 organizational meeting. Action will occur at the June meeting.

8. Superintendent's
Report

- 8A Financial Report
 The financial report for April 2004 was reviewed by Dave Standridge. The general fund activity has been consistent throughout the year. Revenue is higher than budgeted and expenditures are lower than budgeted.

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>9. Information from Administrative Staff</p> <p>10. Information from Board Chair</p> <p>11. Board Member Presentations and Comments</p> <p>12. Announcement/ Correspondence</p> <p>13. Adjournment</p> | <p>8B Westmoreland Project Report
Planning for use of the Westmoreland School facility, both for the 2004-05 year and the 2005-06 year, is under way. The entire Lane School program will be located at the site for the 2004-05 year, as well as one Life Skills community classroom.</p> <p>Board members requested a 5:30 work session prior to the June 15 Board meeting to discuss plans for use of the facility in more detail. Board members were asked to send specific questions to the superintendent prior to the meeting.</p> <p>8C Zone 1 Board Vacancy
The public relations office at Eugene School District has been informed of the vacancy and will publicize the Zone 1 Board vacancy through the district's various contacts. One application has been received.</p> <p>9 Assistant superintendent Carol Knobbe and directors Dave Standridge, Sue Mathisen, and Michelle Mantel reported to the Board on activities in their service areas. (official attachment)</p> <p>10 Chair Miller reported that the LCOG Board meeting will be Thursday, May 27, in Oakridge.</p> <p>11 Director Duerst-Higgins reported that The OSBA Legislative Policy Committee has been meeting over the past three months to develop policy statements and legislative priorities. A survey has been sent to OSBA members to collect input from input. This will be a discussion item at the next Lane ESD Board meeting.</p> <p>12 A news release from Superintendent Susan Castillo regarding the selection of the Professional Educators Advisory Team was included.</p> <p>13 The meeting was adjourned at 7:50 p.m.</p> <p>The next meeting of the Lane ESD Board of Directors will be on Tuesday, June 15, 2004, beginning at 6:30 p.m., at the ESD Center Building. A work session will precede the meeting beginning 5:30 p.m. to discuss planning for the Westmoreland facility.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Minutes approved:

6-15-04 BJM
(date) BJM

Attachments to official minutes:

1. Memorandum of Understanding Between ODE and ESD's
2. Intergovernmental Agreement Operating Principles
3. Superintendent Report
4. Administrative Staff Report

Jerry Miller

Jerry Miller, Chairperson

Ron Hitchcock

Ron Hitchcock, Superintendent-Clerk

Intergovernmental Agreement Operating Principles

Adopted 1/29/04

PRINCIPLES

The Oregon Department of Education is committed to contracting processes that:

- Promote efficient use of state and local government resources;
- Instill confidence through ethical and fair dealing and promote honesty and good faith on the part of all parties;
- Clearly identify rules and policies that implement programs and activities;
- Allow impartial and open competition;
- Ensure accountability through the clear articulation of performance expectations and careful measurement of performance against those expectations.

To this end, the Oregon Department of Education generally intends to apply the Attorney General's Public Procurement Rules as its model for conducting procurement and remains committed to contracting primarily with Education Service Districts (ESDs), local school districts and community colleges for the delivery of educational services funded by the Oregon Legislative Assembly.

DEFINITIONS

- **"Agreement to Agree" (ATA)** is a document of understanding between ODE and an entity that contains contractual provisions that can be used in certain future Public Contracts between the parties through either incorporation by reference or attachment. Examples of an Agreement to Agree include, but are not limited to:
 - (a) a non-binding Price Agreement between ODE and an entity under which ODE may issue purchase orders that create public contracts; and
 - (b) a document of understanding between ODE and an entity that identifies potential tasks or services ODE may request the entity to perform, but which are not specifically identified until ODE issues a purchase order or work order that creates a public contract.
- **"Local services"** are those delivered within the boundaries of a school district or education service district. Current examples include early intervention/early childhood, educating children in hospital programs, youth corrections/juvenile detention programs, and educating children in long-term care or treatment programs.
- **"Regional services"** are those delivered within the four zones ESDs have established as the communications network. Current examples include educating children with disabilities in regional programs.
- **"Non-geographic services"** are those delivered across more than one region but not across the entire state. Current example would include TESA support.
- **"Statewide services"** are those delivered around the entire state. Current examples include administering Student Leadership Centers and the Oregon Public Education Network.
- **"Direct services"** are services provided directly to children.

- **“Non-direct services”** are all other services provided by school districts, ESDs and community colleges.
- **“Request for Proposal” (RFP)** is a solicitation document issued by ODE calling for proposals on specific activities.
- **“Request for Qualifications” (RFQ)** is a solicitation document issued by ODE to develop a list of pre-qualified service providers. Entities which successfully demonstrate that they meet the qualifications will enter into Agreements to Agree.

PREQUALIFICATION

- Prior to the beginning of each biennium, ODE will develop a list of entities interested in providing services on a local, regional, non-geographic, or statewide basis
 - This will be done through an RFQ process, resulting in a list of entities who have agreements to agree (ATA) with ODE on future services
 - Essential elements in the RFQ include the capacity to perform the scope of work and past performance
 - An entity may request at any time to be considered for addition to the ATA list
- As appropriations are made and the need for service agreements arises, ODE will confer with the entities on the ATA list to identify ahead of time whether services are local, regional, non-geographic, or statewide. ODE will make the final decision as to which services fall under each category.

SELECTION

- Evaluation and scoring criteria will be developed by ODE for inclusion in all RFPs.
- ODE may hold bidders conferences when deemed necessary. Bidders' conferences will be conducted in the region or geographical area where services are to be provided or conducted via electronic media as appropriate. If a bidders' conference results in changes to the RFP criteria, ODE shall notify all bidders' conference attendees and appropriate entities on the ATA within the area where services are to be delivered. Notification shall be in writing and submission deadlines will be adjusted to provide reasonable accommodation for bidders to respond to the new criteria.

For local, regional and non-geographic services

- ODE will contact via email all entities on the ATA list located in the area
- Notifications will be sent to Business Officers within the area; Superintendents will be copied on notifications
- Each entity will have a reasonable length of time to respond via email or letter regarding their interest in providing the necessary services
 - If only one pre-qualified local entity expresses an interest in providing services, direct negotiation for an intergovernmental agreement may proceed if it is determined by ODE to be in the best interest of ODE and students.
 - If more than one pre-qualified local entity wishes to provide services:
 - an RFP will be prepared and distributed to the interested entities

- a team of four ODE staff will review all proposals; the team will consist of three program staff and one procurement staff
- an intergovernmental agreement will be awarded to the successful proposer
- an explanation of scoring will be provided upon request.
- If no pre-qualified local entity wishes to provide services, a statewide RFP will be prepared (using the ATA list and process outlined above) and an intergovernmental agreement will be awarded to the successful proposer

For statewide services

- ODE will develop an RFP to be distributed to all entities on the ATA list; an intergovernmental agreement will be awarded to the successful proposer following the same timelines and procedures outlined above.

PROTEST

- Any entity submitting a proposal has the right to protest the decision of ODE in the manner indicated in each RFP. To resolve protests, ODE will follow the procedures outlined in OAR 137-030-0104 (4) and (6).

EXCEPTIONS

- If ODE and the selected entity are unable to reach an agreement, ODE reserves the right to open the process for broader competition including non-governmental entities. All bidding entities will be expected to comply with state and federal requirements.
- If unanticipated circumstances arise which are detrimental to the fulfillment of the contract provisions, ODE reserves the right to choose a provider and negotiate an intergovernmental agreement outside of the process outlined above. These situations may include, but are not limited to, unexpected termination of an agreement by the current provider or termination of an agreement by ODE where children's health or safety is at risk. Quality of service will be the primary factor in these negotiations. Determination of whether such a situation exists shall be determined by an ODE Deputy Superintendent.

NOTE: This document will be reviewed periodically to ensure that it continues to meet the needs of the public, ODE, school districts, ESDs and community colleges. Also, the end product of this document will be the adoption of Oregon Administrative Rules so that the policies and procedures regarding intergovernmental agreements can be codified.

April 22, 2004

4/12/04 Draft

To: Oregon Association of Education Service Districts

From: ODE/OAESD MOU Working Group

Re: Memorandum of Understanding

As the tenth largest state in the nation, Oregon serves a student population that is scattered over 96,003 square miles. For education purposes, that area is divided into 199 local school districts and 20 education service districts.

As education mandates and expectations have become more complex and as state school funding has dwindled, it is has become increasingly imperative that these various entities partner in the effective delivery of programs and services.

A part of that imperative is the development of a set of operating principles to delineate intended collaboration and communication, foster role definition, enhance issue resolution, and help avoid duplication. The initial operating principles are focused on defining the relationship between the Oregon Department of Education (ODE) and the Oregon Association of Education Service Districts (OAESD) with the idea of eventually expanding this mission to include other partners (i.e., community colleges and OUS).

While it is understood that there will always be a need for central vision and direction, the underlying concept behind these principles is a premise that services and programs are most effectively delivered as close to the consumer as possible – not from the state level.

The attached Memorandum of Understanding was jointly developed by a working group comprised of ODE staff and OAESD representatives.

Superintendent Report

- August Administrator Academy:
The ESD will host a conference for all building level administrators.
Topics for break out sessions chosen by participants.
Keynote topic and presentation on NCLB and AYP.
- State Legislature:
House & Senate Interim committees scheduled hearings to study ESDs.
Some talk of consolidating or eliminating ESDs.
Senate committee chaired by Bill Morrisette.
- OAESD:
We should be able to report on several items from the annual meeting, including:
Governmental Relations Position, OSBA, COSA or Ozzie Rose?
Remodeled OPEN Governance Structure
Funding Coalition Initiatives and Report
- Superintendent Council:
Legal Issues re: Student Residency and Inter-District Transfers
ESD Providing Expulsion Hearing Officers
ESD Collecting Salary Comparison Data
Westmoreland Update and Discussion
Intensive Treatment Service, Issues from the State
Visit from ODE re: Math Problem Solving Assessment
- Recent Partnership Discussions:
Far West Neighborhood Group LBEC, Culinary Arts Competition
LCC, Regional Skills Center Bethel District's ESP2 Program
LWP, Governor's Workforce Board DHRC, Diversity MOU
- Westmoreland:
Sue can report on short term use by special ed.
Zoning investigation/issues in the correspondence section of the board packet.
More interest than we have space for rental from outside agencies.
Closing and funds transfer by the 28th, this Friday.
Lots of interest in using campus facilities on a daily or hourly basis.

Administrative Reports
May 25, 2004

Carol Knobbe, Assistant Superintendent

Recruitment

We continue to be "knee-deep" in advertising and processing applications for vacancies in special education and for other parts of the organization where we are hiring replacements for retirees.

OSPA Conference

Last week Brenda Jones and I attended the Oregon School Personnel Association Spring Conference. The highlights of the conference for use included:

- Updates that will be completed to the TeachOregon online application system that we have been using this year for all licensed position.
- Ideas on increasing awareness of safety related to improving our track record on Worker's Compensation claims.
- Ideas related to recognition programs.

Brenda will be enrolling in the HR Leadership Program offered by OSPA. This program is completed over a 2 year period.

Position Description Review Panel

The panel has completed the review of 6 position descriptions this month; 4 of the positions were updates to current positions; 1 is a position which is combining the duties previously assigned to 2 positions; and 1 is a new position to support the MAC program.

The committee members are very conscientious and thorough in carrying out their responsibilities. Brenda Jones and Barbara McBurnett do an awesome job on the revisions and management staff members have been great in working with their assigned staff through this process.

Dave Standridge, Business Support Services

Staffing

We will be making an offer this week to one of the Payroll Clerk candidates. This person will have primary responsibility for the Crow-Applegate-Lorane payroll functions. The candidate's experience will also give us flexibility to reassign existing duties.

The response to our Accounts Payable Clerk recruitment efforts has been less than overwhelming. We plan on re-advertising the vacancy.

District Services

We have had inquiries from another small district regarding our contract with C-A-L and how a similar contract may benefit their district.

State School Fund

The final reconciliation for the 2002-03 state school fund apportionment has been calculated. There has been a positive adjustment of \$270,000, which is about \$200,000 more than the last estimate in February. The primary difference is an increase to our equalization dollars. Because of how the formula works, this will also increase our 2003-04 estimate by \$190,000. The 2004-05 estimate will remain the same.

Sue Mathisen, Special Education

Planning for the use of the newly-acquired Westmoreland facility is proceeding.

- We have decided to site the entire Lane School program at Westmoreland beginning this fall, instead of only the over-flow that Crow would not have been able to accommodate without extra portables. We will honor our contract with Crow for the 04-05 lease amount and we have already painted and done the floors in the wing we were going to inhabit at Applegate Elementary. We will be able to operate the program far more efficiently at one site than being divided across two sites.
- The Life Skills Community Class North, currently located at the Lane ESD, will be relocating to the Westmoreland campus this fall.
- At least one group of our itinerant staff will be relocating to Westmoreland this fall.
- Our plan to is re-locate the remaining itinerant staff and the administrative staff and support staff by fall 05'.

Staffing

- We have hired the majority of licensed staffing we will need to operate expanding programs for 04-05. This includes a number of additional teachers, specialists and school psychologists. Hiring of additional classroom assistants is now underway to staff the additional Lane School and Life Skills classrooms. We have also just completed interviews of applicants for the Special Education Manager position – Donna Telep- Manclark has resigned.

Michelle Mantel, Technology and Learning Support Services

Regional Advisory Committee Meetings

- Mapleton/Siuslaw – Met in Florence on 4/30/04
- Springfield – Met at Springfield District Office on 5/21/04
- No addition meeting scheduled for this spring. Meetings will resume in the fall.

Coming Events –

- Migrant Summer School – June 28-July 22, 2004, at Guy Lee Elementary

SE Expansion – Facilities and Technology staff continue to work with Special Education staff in planning for the Lane School move and Lifeskills expansion.

Westmoreland – Facilities and Technology staff working with Special Education staff and Eugene 4J Staff on the use of the facilities and transition planning for facilities and technology.

2004/05 Positions to Fill -

- Open Now - Media/Library System Support; Vocational Assistant (for Blachly)
- Open Soon – Courier Driver, Network Technician
- Planned - Network Engineer, Media Specialist

LANE ESD BUDGET COMMITTEE MEETING
Tuesday – May 4, 2004

- | | | |
|-------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Call to Order | 1 | <p>Lane ESD Board Chair Jerry Miller called the Lane ESD Budget Committee meeting to order at 7:00 p.m. Tuesday, May 4, 2004. A public notice of this meeting was published in accordance with Oregon statute and the agenda for the meeting was published and distributed.</p> <p>Budget Committee members in attendance were: Sherry Duerst-Higgins, Don Ehrich, Michelle Holman, Don Kimball, Alan Laisure, Dean Livelybrooks, Jerry Miller, Anette Spickard, Jim Swanson, and Wayne Watkins.</p> <p>Others attending were: Superintendent Ron Hitchcock, Dave Standridge, Carol Knobbe, Barbara McBurnett, Ron Hitchcock, Linda Schoenfeld, and Lisa Baber.</p> |
| Welcome | | <p>Budget committee members and Lane ESD staff were introduced. Local district committee members were thanked for their willingness to assist Lane ESD in the budget process.</p> |
| 2. Statements | 2 | <p>Creswell School District Board member Don Ehrich thanked Dave Standridge for business services support provided to Creswell School District during the district's search for a business manager.</p> <p>Eugene School District Board member Anette Spickard expressed delight with the Lane ESD purchase of Westmoreland Elementary School for continued educational use of the facility.</p> |
| 3. Election of Officers | 3 | <p>Chair Miller opened the floor to nominations for Budget Committee Chairperson.</p> <p>Wayne Watkins nominated Don Ehrich. Jim Swanson seconded the nomination.</p> <p>Sherry Duerst-Higgins moved the nominations cease and a unanimous ballot be cast for Don Ehrich. Don Kimball seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.</p> <p>Don Ehrich was declared elected as Lane ESD Budget Committee Chairperson.</p> |
| 4. Budget Message | 4 | <p>Superintendent Hitchcock presented the 2003-04 budget message.</p> <p>Discrepancies in the state funding forecast to the actual revenues over the last four budget cycles has made accurate budgeting a challenge. For the fourth consecutive year, Lane ESD has built a budget with unbalanced revenues and expenses. The increased revenues for 04-05 will be spent wisely because we know that they will not be available in 05-06.</p> <p>As we began the 2003-04 school year we knew that the combination of conservative forecasting, deep budget cuts in 2002-03, an unexpectedly high level of state funding, and a significant reduction in Public Employee Retirement System (PERS) contribution rate would add more than \$1.5 million to our available resources. We discussed this with superintendents and asked if they wanted us to spend the money for additional services in the 03-04 year, or reserve the funds for use in the 04-05 year. The superintendents unanimously opted for the latter. Those dollars were passed on to component districts in the form of "Flex\$", funds under the individual control of the districts that could be spent at the ESD to purchase ESD services.</p> |

State Funding / Expenditure Mandate:

Oregon ESDs are required to spend 90% of all local funds on direct services to districts. This proposed budget exceeds 90%.

Resolution Services:

All ESD services must be agreed upon by resolution of 2/3 of our component districts, which have more than 50% of the county-wide pupil ADM. Flex\$ are part of a new method of allocating resolution funding and providing resolution services.

The basics of the new resolution model are:

1. Use part of the 90% funds to provide a core group of services, available at no cost to all districts.
 - Resolution #2 – Instructional Technology
 - Resolution #3 – Safe Schools
 - Resolution #4 – General Education
 - Resolution #5 – Career Education
 - Resolution #9 – Media / Courier
2. Use part of the 90% funds to pay 70% of the costs for high priority, high cost student services.
 - Resolution #1 – Technology Services
 - Resolution #6 – Psychology Services
 - Resolution #7 – Behavior Disorders
 - Resolution #8 – Life Skills
3. Allocate the remaining part of the 90% funds as "Flex\$" for districts to spend on additional core services or to pay for their 30% of the high priority services.

For the 2004-05 school year, the districts collectively will have discretionary control of more than \$3.5 million of this budget. The newfound flexibility this affords districts has been much appreciated.

PERS Forecast:

The Oregon Supreme Court is expected to rule on the legislative reform of PERS by year's end. The new PERS contribution rate depends on that decision. Predicted rates range from 11% to 20%, our proposed budget is based on 15%. Determination of the final rate will have a substantial impact on our budget, where personnel costs are expected to exceed \$13 million.

Fund Balance:

Our target for an Ending Fund Balance is 10% of the general fund. For 2003-04 it was 21%, for 2004-05 we're projecting 11.6%, and for 2005-06 we're projecting 7.5%. We've made a concerted effort to spend down the fund balance dollars in areas that required one-time monies, and areas where the expenditures would continue to benefit our programs over the long term. As much as possible, we tried to stay away from spending these non-renewable dollars on personnel that would have to be hired temporarily or become victims of a reduction in force. The most notable expenditure would be the acquisition of the Westmoreland School property.

Summary:

For the last four years we have been the beneficiaries of an increased funding ratio as part of a state-wide equalization in the funding formula. We will reach our targeted ratio in the 2005-06 school year.

Our current bargained agreement with our employees will expire at the end of the 2004-2005 school year. We anticipate negotiating a new agreement before the next budget cycle begins.

Some ESD's have begun to budget biennially, to match the state budgeting cycle. I believe we should consider doing the same.

Attracting, supporting and maintaining a high quality staff is a priority, a challenge and an increasing demand on general funds. Pressing personnel issues include ever-rising health insurance premiums, complicated by increasing workplace compensation claims, magnified by absenteeism, and pressured by the complexities of early retirement options.

This proposed budget is fiscally sound, meets the needs of our employees and is responsive to the demands of our component districts. However, it is not sustainable at the proposed service levels without increased sources of revenue. We must be vigilant and creative in our efforts to discover and secure such revenues.

In today's budgeting arena, I believe you have to look at past, current, and future budgets as related pieces of the same puzzle. That is why this budget message started with a look back and ends with a look forward.

It is my pleasure to work with a harmonious and dedicated staff. I'm honored to be employed by an understanding and supportive Board. I am thrilled to work side-by-side with committed partners from our 16 local school districts. This document is a tribute to their hours of hard work, their clarity of vision and collective wisdom. I recommend this budget as an invaluable cornerstone for providing top quality educational programs to the students of Lane County.

5. Review

5 Business support services director Dave Standridge reviewed the 2004-05 budget document. Highlights include:

- The fund Balance is reduced from \$3.3 million to \$1.7.
- As a result of the new resolution process and the use of flex dollars, there will be no ongoing exchange of dollars between districts and Lane ESD. Therefore, the following revenue funds are no longer needed:
 - 1314 & 1315 Tuition—Life Skills and Lane School
 - 1940—Network Services
 - 1944—Direction Service
 - 1958—Attendance/Truancy (most)
 - 4701—IDEA Transfer
- Revenue funds added:
 - 1941—Services to Districts is the service costs above the flex \$ available
 - 1955—CAL Contract (moved from special revenue fund)
 - 1985—Medicaid moved from 4210
- Increases in facilities expenses reflect the purchase of the Westmoreland facility.
- Increases in salaries and related costs reflect the additional Special Education services as requested by districts.
- Training and recruitment budgets have been increased to attract and retain skilled staff.
- Increases for election year expenses, negotiations expenses, and increased audit costs due to GASB34 requirements.
- A new position has been added to coordinate agency-wide grant activities.
- Technology budgets have been increased to accommodate growing programs including new engineer, part of a new maintenance technician, and software maintenance increases.


6. Action on
Proposed Budget

- 6 Committee member Dean Livelybrooks moved to approve the general and special fund resources and requirements as proposed.
BE IT RESOLVED that the Lane ESD Budget Committee approves 2004-05 Lane ESD budget with \$16,372,960 in the General Fund, \$21,041,365 in the Special Revenue Fund, \$1,944,000 in the Reserve Fund, for an aggregate amount of \$39,358,325 as presented. I further move that the permanent tax rate of \$.2232 per \$1,000 of assessed value be assessed in support of the General Fund. Sherry Duerst-Higgins seconded and the **MOTION CARRIED WITH ALLTHOSE PRESENT VOTING YES. (Resolution #04-025)**

7. Adjourn

- 7 The meeting was adjourned at 7:50 p.m.

Minutes approved:

5-25-04
(date) BJM, 


Jerry Miller, Chairperson


Ron Hitchcock, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – April 27, 2004

- | | | |
|-------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Jerry Miller called the regular board meeting to order at 6:05 p.m. Tuesday, April 27, 2004, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson; advisory member Chuck Forster. Administrative staff members present were Superintendent Ron Hitchcock, Carol Knobbe, Dave Standridge, Michelle Mantel, Sue Mathisen, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Jackie Turle, Bob Curtis, Renee Damon, Guadalupe Moreno, Nancy Bray</p> |
| 2. Recognition and Introductions | 2 | <p>There was no staff or public recognition.</p> |
| 3. Public Participation | 3 | <p>There was no public participation.</p> |
| 4. Agenda Review | 4 | <p>There were no changes to the agenda.</p> |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>(1) Approve Board minutes of March 16, 2004
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting March 16, 2004, as submitted.</p> <p>(2) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated April 19, 2004.</p> <p>(3) Approve Grants/Contracts Awarded and Authorize Receipt of Funds
BE IT RESOLVED that the Board of Directors of Lane ESD approves the grants/contracts awarded report dated April 2004, and authorizes receipt of funds.</p> <p>(4) Approve Board Member Attendance at OAESD Conference
The Oregon Association of Education Service Districts Annual Conference will be May 21 – 23 at Eagle Crest. Directors Duerst-Higgins, Miller and Swanson plan to attend.
BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance of Directors Duerst-Higgins, Miller, and Swanson at the OAESD Annual Conference May 21 – 23 at Eagle Crest in Redmond.</p> <p>DIRECTOR KIMBALL 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 BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-022)</p> |
| | 5B | <p>Adopt Revisions to Policy BBB, Board Elections
Changes in the descriptions for Zone 1 (Position 1) and Zone 2 (Position 2) were made to reflect the precinct renumbering by the Lane County Elections Department.
DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts revisions to Policy BBB, Board Elections. Director Duerst-Higgins seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-023)</p> |

6. Discussion/
Reports

- 5C Appoint Budget Committee Member
Creswell School District has appointed Don Ehrich to fill the at-large, position 8, budget committee position.
DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the appointment of Don Ehrich as a Lane ESD Budget Committee member. Director Holman seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-024)**

- 6A Program Report – School Improvement
School improvement Specialist Bob Curtis shared an overview of the 2003-04 Carol M. White PE grant. Forty-nine Lane County elementary schools participate in the grant. The “Fitness Into Tomorrow” project provided four full-day workshops for classroom teachers. The workshops focused on the Oregon PE content standards. Teachers then shared the curriculum and activities with their school colleagues. The \$419,000 grant was funded by the U.S. Department of Education.

Migrant Education staff Guadalupe Moreno and Nancy Bray presented information on the Migrant Education program and how it operates throughout Lane County. The Huesca-Sanchez family was present to discuss opportunities the program has made available for them.

The Migrant Education Program is authorized under Part C of Title I of the Elementary and Secondary Education Act. Lane ESD has had responsibility for the grant program since 1997, and funding is based on the number of identified migrant students. Districts participating are Springfield, Eugene, Bethel, South Lane, Creswell, Junction City and Mapleton. 582 migrant students will be served in 2004-05. Ten part-time trained recruiters are employed through the grant. This year's migrant summer school will serve 170 students.

- 6B Revisions to Administrative Rule DL-AR, Payroll Choice Procedures
Language has been added to the administrative rule to allow all employees who work less than 12 months the option of choosing 10 or 12 pay periods.
- 6C Joint School Boards Forum
Joe Berney will organize a small group of superintendents and board members to follow up on the joint school boards meeting that occurred last fall.
- 6D Budget Meeting Preparation
Dave Standridge provided budget figures regarding the potential purchase of the Westmoreland School property (official attachment). The budget document preparation will be completed and mailed by the end of the week.
- 6E Board Member for Zone 1
The Board decided to expand recruitment efforts for the vacant Zone 1 Board position. Applicants will be sought through civic organizations, neighborhood groups, and public office.
- 7A Financial Report
Dave Standridge reported that the latest ODE estimates indicate Lane ESD's projected revenue will be about 24% more than budgeted. Finalization of the revenue projections for ESD's has been complicated by the equalization formula. He also reported that, due to retirements, two accounting positions will be filled by the end of June.
- 7B Partnership Efforts
Lane ESD continues to have discussions with a variety of county agencies regarding current or potential partnership opportunities. These opportunities include co-location, sharing staff, funding collaborations, and initiating new projects.

7. Superintendent's
Report

- | | | |
|---------------------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. Information from Administrative Staff | 8 | Assistant Superintendent Carol Knobbe and directors Dave Standridge, Sue Mathisen, and Michelle Mantel reported to the Board on activities in their service areas. (official attachment) |
| Executive Session | | The regular Board meeting was adjourned at 7:45 p.m. for the Board to move to Executive Session. |
| | | Chair Miller called the Executive Session to order at 7:50 p.m. under the authority of ORS 192.660 (1)(e) to conduct deliberations to negotiate real property transactions. The purchase by Lane ESD of Westmoreland Elementary School from Eugene 4J School District was discussed. The Executive Session was adjourned at 9:00 p.m. |
| Reconvene Regular Meeting | | The Board meeting was reconvened at 9:00 p.m. |
| 9. Information from Board Chair | 9 | Chair Miller shared ideas regarding the budget committee timeline. |
| 10. Board Member Presentations and Comments | 10A | Director Duerst-Higgins commented she appreciates reports to the Board regarding ESD programs that provide services to schools and students. She suggested that the Board take advantage of the superintendent evaluation service offered by OSBA. The superintendent will follow up with OSBA. |
| | 10B | Reports from Advisory Board Members
Chuck Forster reported a reduction in funding of the Federal Workforce Investment Act will reduce the local program for laid-off workers by \$100,000. He also reported that the State is providing \$288,000 to five local businesses to upgrade the skills of current workers. |
| 11. Announcement/Correspondence | 11 | The following information was shared with Board members: <ul style="list-style-type: none"> • Springfield News article on an augmentative communications device for Life Skills Education student Natasha Haney. • West Lane News article on the "Families and Students Together" program at Fern Ridge Middle School which is coordinated by Nadine Jackson, School Improvement staff member. • University of Oregon School Psychology Program will award Lane ESD School Psychologist Alex Granzin the "Outstanding Service Award". • OSBA is requesting workshop proposals for the 2004 convention, which is November 12-14. |
| 12. Adjournment | 12 | The meeting was adjourned at 9:30 p.m. |
| | | The next meeting of the Lane ESD Board of Directors will be on Tuesday, May 25, 2004, beginning at 6:00 p.m., at the ESD Center Building |

Minutes approved:

5-25-04 *bjm*
 (date) BJM

Attachments to official minutes:

1. Superintendent Report
2. Administrative Staff Report
3. General Fund Summary and Projection

Jerry Miller

 Jerry Miller, Chairperson

Ron Hitchcock

 Ron Hitchcock, Superintendent-Clerk

Superintendent Report
4/27/04

- Cabinet:
 - Administration Academy for building level administrators to start year.
 - ODE intergovernmental agreement and MOU are ready for board review.
 - Planning for Lane School move, Life Skills expansion, Westmoreland strategy.
 - Departmental budgets ready.
 - Department staffing, recruitment fairs, interviews, organizational implications.
 - Internship program with Pacific University
- Zone B:
 - Ron will be the Zone Representative next year.
 - Our technical department, especially Randy Trummer is getting rave reviews.
 - 30-70% turnover next year in superintendents in other ESD areas, LESD = 0%.
 - Contract language for ESD employees impacted when local districts cut days.
- OAESD:
 - New ODE organization chart.
 - Upcoming board resolutions to support working agreement and MOU with ODE.
 - Still searching for proper forum with ODE, re: questions, concerns & relations
 - Legislative lobbyist, OSBA, COSA or Ozzie Rose? Decide at May meeting.
 - \$1 billion budget shortfall next biennium will likely pit health care vs. education
- Superintendent Council:
 - Community Health Centers.
 - Student transfer forms and policies.
 - Working with the media.
 - CIM level math assessments are going badly.
- Partnerships:

Blachly	Centro Latino	Pacific University
LCC	LBEC	Westmoreland Neighbors
C-A-L	Small Districts	Whitaker Tenants
- Executive Session:
 - To discuss a possible real estate transaction
- Westmoreland:
 - Lots of media interest, Register Guard and KVAL TV.
 - Calls and queries from interested renters / partners.
 - "Walk-through" completed to develop inventory list.

Administrative Reports

April 27, 2004

Michelle Mantell, Director of Technology & Learning Support Services

Planned Service Changes – We are planning to increase the level of service in some areas in an effort to restore services that were decreased last year. Including:

Courier Services – increase courier days making services are available before school starts in the fall and after school ends in the spring.

Technology Services – increase technology staff to restore previously reduced positions and to accommodate growth in Special Education.

School Improvement – increase specialist and program assistant FTE allocation from general fund so we can better meet districts' curriculum and staff development needs.

Media – consolidating positions for two retiring staff and hiring a media specialist to provide increased library and media support to schools and districts.

OPEN Technical Committee – Randy Trummer convened statewide meeting of Technical Center staff on April 2 at Lane ESD to discuss the potential need for collaboration on common technology challenges, and how to coordinate or enable that collaboration. Randy provided a report on the meeting to the OPEN Operations Committee on April 16. Randy will continue representing Lane ESD and will attend meetings for both groups scheduled in April and May.

Upcoming Events –

- Science Fair – May 10-12, at Lane ESD
- Migrant Summer School – June 28-July 22, 2004, at Guy Lee Elementary
- Media Preview Session – April 21, 2004

Grant Application Update – The following grant applications have been submitted and we are waiting for replies: Alcohol Prevention (\$500,000 – 3 years); Counselor (\$1,200,000 - 3 years); Teaching American History (\$948,000 – 3 years); Physical Education (\$510,000 - 1 year).

PTE Pipeline – A copy of the most recent issue of *PTE Pipeline*, Lane ESD's career and professional development newsletter, will be distributed at the Board meeting. This publication highlights Lane ESD's and it's partners efforts in providing PTE services to schools and students in Lane County.

Community Safety Net – We are working with the Community Safety Net (CSN) steering committee to transition the CSN services from Lane ESD to a social service agency in the community that has an infrastructure that better aligns with CSN services.

SE Expansion – Facilities and Technology staff continue to work with Special Staff in planning for the Lane School move and Life Skills expansion.

Carol Knobbe, Assistant Superintendent

Recruitment

We had a successful experience at the Oregon Professional Educator Fair in Portland last month. We've had a number of applicants apply for positions after our initial contact at the Fair.

The Pacific University Alternative Paths to Teaching Special Education has had enough candidates apply and be accepted to warrant a program offering in the Eugene area. Lane ESD will be placing 4 interns in the Life Skills program. Several staff are also enrolled in the program as "endorsement only" students.

OAESD

OAESD was awarded a \$600,000 grant from ODE to assist identified school districts and school in their efforts to meet NCLB standards. This will be an opportunity for implementation of a clarified contracting process between ODE and ESD's. There are 7 Lane County school across 6 district that are in need of support.

ITS Steering Committee

DHS has directed that changes be made to the Intensive Treatment Services (ITS) system state-wide. Children served in the ITS system are those placed in day treatment or residential treatment programs. In Lane County the responsibility for planning and implementation of these changes rests with LaneCare. Bruce Abel, LaneCare Director, has convened a steering committee to make recommendations for changes in Lane County. I will be on this steering committee representing Lane County school district perspectives.

Earlier changes in the ITS system (pilot projects) have taken place in other parts of the state. While the data from the pilot projects was generally positive there were often cost shifts to local school districts, which were not considered within the planning and implementation of the pilot projects.

Input will be solicited from school districts via the Special Education Directors advisory group. Recommendations from the steering committee are due in June.

Lane Education Service District
General Fund Summary

	Budget 2003-04	Estimate 2003-04	Proposed 2004-05	Estimate 2005-06
Resources				
State Formula Funds	11,578,000	13,369,939	13,741,000	13,991,000
Other Local	2,037,000	2,031,143	1,040,000	2,649,000
Federal	255,000	305,796	-	-
Transfers	70,000	-	-	-
Total Revenue	13,940,000	15,706,878	14,781,000	16,640,000
Requirements				
Personnel	11,178,000	10,537,968	13,691,652	14,376,235
Service & Supplies	2,600,000	2,497,421	1,934,308	1,972,994
Equipment	-	66,345	-	-
Transfers	73,000	73,050	97,000	97,000
Contingency	651,000	1,600,000	650,000	650,000
Total Expenses	14,502,000	14,774,784	16,372,960	17,096,229
Operating Excess/(Deficit)	(562,000)	932,094	(1,591,960)	(456,229)
Beginning Fund Balance	2,100,000	2,404,490	3,300,000	1,708,040
Ending Fund Balance	1,538,000	3,336,584	1,708,040	1,251,811

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – March 16, 2004

- | | | |
|------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Jerry Miller called the regular board meeting to order at 6:00 p.m. Tuesday, March 16, 2004, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Sherry Duerst-Higgins, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Ron Hitchcock, Carol Knobbe, Dave Standridge, Michelle Mantel, Sue Mathisen, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Randy Trummer and Laura Krenk</p> |
| 2. Recognition of Staff
and/or Public | 2 | <p>There was no staff or public recognition.</p> |
| 3. Public Participation | 3 | <p>There was no public participation.</p> |
| 4.. Agenda Review | 4 | <p>Item 6B, Authorize Implementation of Board Policy GCPA, Layoff—Licensed Staff, was added.</p> |
| 6.. Action Items | 6A | <p>The following action items were included in the Consent Agenda approval:</p> <ul style="list-style-type: none">1) Approve Board minutes of February 24, 2004
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting February 24, 2004, as submitted.(2) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated March 9, 2004.(3) Approve Grants/Contracts Awarded and Authorize Receipt of Funds
BE IT RESOLVED that the Board of Directors of Lane ESD approves the grants/contracts awarded report dated March 2004, and authorizes receipt of funds.(4) Adopt Policy Revision, KBA – Public Records
As requested, revisions (language additions) are indicated on the enclosed copy.
BE IT RESOLVED that the Board of Directors of Lane ESD revisions for Policy KBA – Public Records.(5) Adopt New Policy, ECAAA – Employee Identification Badge System
BE IT RESOLVED that the Board of Directors of Lane ESD adopts Policy ECAAA—Employee Identification Badge System <p>DIRECTOR DUERST-HIGGINS 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, and SWANSON VOTING YES.
(ESD Resolution # 03-021)</p> |

6. 6B Authorize Implementation of Board Policy GCPA, Layoff—Licensed Staff
Due to declining enrollment in speech therapy services at Lane School, as well as a program adjustment in the Lane Regional Program, a reduction in licensed staff FTE assigned to Special Education is recommended by the administration.
- DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD finds a compelling need to enact reduction in work force and authorizes the administration to implement the provisions of Board Policy GCPA, Layoff—Licensed Staff, effective April 30, 2004. Director Kimball seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-020)**
7. Discussion/ Reports 7A Program Report—Technology
Technology manager Randy Trummer reported on Lane ESD's video conferencing system and services. In 1999, Senate Bill 622 provided funding for an interactive video-conferencing infrastructure. Data circuits and V-Tel brand video conferencing systems were provided to each high school and ESD statewide. In 2002, Lane ESD upgraded its network to support distance learning through the video-conferencing capabilities.
- At this time, Lane ESD is upgrading its video conferencing hub capacity from seven concurrent sites to twenty-four concurrent sites. However, to be most effective, Lane County school districts need training on ways to utilize the video conferencing system. Bandwidth issues are a concern, and grant opportunities for expansion are being explored.
- Lane ESD is providing video conference hubbing to all Lane County districts and to Lane Community College, and will soon be the internet provider for LCC.
- Lane ESD video conferencing services are considered to be very successful.
- 7B Board Vacancy—Position 1, Zone 1
The application for the Position 1, Zone 1, Board vacancy was reviewed. The Board directed the superintendent to publicize the vacancy announcement with the following information:
- "Lane Education Service District is currently seeking a Zone 1 Board member for the Board of Directors. The position appointment will be until June 30, 2005.
- Zone 1 (Position 1) includes the portion of Eugene School District 4J comprising the north half of said district.
- Applications are available at Lane Education Service District, 1200 Hwy 99N, Eugene, OR 97402; by calling 461-8213; or e-mail bmcburne@lane.k12.or.us. Applications must be received by 5:00 p.m., Friday, April 16, 2004. Completed applications should be returned to the attention of Barbara McBurnett, Executive Assistant."
- 7C Component District Liaisons (*official attachment*)
The "component district liaison" initiative was undertaken at the suggestion of some participants at our joint board meeting, and it was also discussed the Board planning session. Each component district has been assigned a Lane ESD management staff member as the contact for that district. The document will be e-mailed to district list-serves.
8. Superintendent's Report 8A Financial Report
The financial report for February 2004 was reviewed by Dave Standridge. The financial outlook remains steady.

	8B	Resolution Flex Request Update (<i>official attachment</i>) Superintendent Hitchcock reported an unexpected increase in requests for services from our component districts. The increased service levels will require adding 35-45 staff and some considerable re-organization to our current organizational structure. The spreadsheet has been distributed to superintendents. It illustrates the magnitude of the new requests, and implications for staffing.
	8C	Superintendent Ron Hitchcock reported to the Board on activities of the superintendent's office. (<i>official attachment</i>)
9. Information from Administrative Staff	9	Assistant superintendent Carol Knobbe and directors Dave Standridge, Sue Mathisen, and Michelle Mantel reported to the Board on activities in their service areas. (<i>official attachment</i>)
10. Information from Board Chair	9	Chair Miller reported that the next Lane Council of Governments meeting will be Thursday, March 18, at Lane Community College.
11. Board Member Presentations and Comments	11A	No Board reports were presented.
12. Announcement/Correspondence	12A	OSBA Spring Regional Meeting is May 11 at Lane ESD.
	12B	OAESD Summer Conference is May 21-23.
	12C	"Hide and Seek, Using GPS and Geocaching in the Classroom" An article by Lane ESD instructional technology specialist Lynn Lary was provided. The article, "Hide and Seek, Using GPS and Geocaching in the Classroom", was published in the March 2004 issue of <u>Learning & Leading With Technology</u> , a publication of the International Society Technology in Education (ISTE).
	12D	"Fifth-Graders Offer a Lesson in Kindness" An article by Bob Welch was recently published in the <u>Register Guard</u> . Although not specially mentioned in the article, the special needs students referred to are in the Lane ESD classroom taught by Abigail Small at Thurston Elementary.
	12E	A letter from John Maklary at Oakridge School District commending the work of instructional technology specialist Lynn Lary was submitted for board review.
13. Public Participation	13	There was no public participation.
14. Adjournment	14	The meeting was adjourned at 7:20 p.m. <ul style="list-style-type: none"> • The next meeting of the Lane ESD Board of Directors will be on Tuesday, April 27, 2004, beginning at 6:00 p.m., at the ESD Center Building • The budget committee meeting will be Tuesday, May 4, 2004 at 7:00 p.m.
15. Executive Session	15	Chair Miller called the Executive Session to order at 7:30 p.m. under authority of ORS 192.660(1)(e) to conduct deliberations to negotiate real property transactions. Board members present were Sherry Duerst-Higgins, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Ron Hitchcock, Carol Knobbe, Dave Standridge, Michelle Mantel, Sue Mathisen, and Barbara McBurnett, recording secretary. The Executive Session was adjourned at 8:05 p.m.

Minutes approved:

4-27-04 BM
(date) BJM

Attachments to official minutes:

1. District Resolution Request Spreadsheet
2. Component District Liaison Initiative
3. Superintendent Report
4. Administrative Staff Report

Jerry Miller
Jerry Miller, Chairperson

Ron Hitchcock
Ron Hitchcock, Superintendent-Clerk

2004-05 RESOLUTION WORKSHEET

3/4/2004, 10:00 a.m.

		ESD Psych \$27K/FTE	ESD BD teacher \$24K/FTE	ESD BD cnstnt \$24K/FTE	ESD Classrooms BD placements \$7500/Student			ESD Classroom Life Skills placements \$7800/Student				ESD Tech Center Rate	Direction Service Assmt Option	LBEC Assmt Option	Other Admin Services Option	Other Sp Ed Services Option	Difference to District
√ Total FLEX\$	\$3,464,427				K-3	4-8	9-12	K-5	6-8	9-12	community						
District																	
ADM#	FLEX\$																
Bethel requests		1	2		1			14	13	7	6						
5,635	\$ 436,518	\$ 27,000	\$ 48,000	\$ -	\$ -	\$ 7,500	\$ -	\$ 109,200	\$ 101,400	\$ 54,600	\$ 46,800	\$ 21,982	\$ 5,635	\$ 3,381			\$ 11,020
Blachly requests		0.13		0.2			1										
122	\$ 31,180	\$ 3,510	\$ -	\$ 4,800	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 12,357	\$ 122	\$ 73			\$ 2,818
Creswell requests		0.75		0.4	2	4		4	3	4				\$ 697			
1,161	\$ 121,255	\$ 20,250	\$ -	\$ 9,600	\$ 15,000	\$ 30,000	\$ -	\$ 31,200	\$ 23,400	\$ 31,200	\$ -	\$ 17,793	\$ 1,161				\$ (58,349)
C-A-L requests		0.25		0.1		1		1	1	1				\$ 167			
279	\$ 48,502	\$ 6,750	\$ -	\$ 2,400	\$ -	\$ 7,500	\$ -	\$ 7,800	\$ 7,800	\$ 7,800	\$ -	\$ 13,159	\$ 279				\$ (4,986)
Eugene requests		1	2			3			105								
17,974	\$ 1,060,115	\$ 27,000	\$ 48,000	\$ -	\$ -	\$ 22,500	\$ -	\$ -	\$ 819,000	\$ -	\$ -		\$ 17,974	\$ 10,784	\$ 10,000		\$ 104,857
Fern Ridge requests		0.87		0.3	2	6		7	1	9	2			\$ 1,018			
1,697	\$ 152,435	\$ 23,490	\$ -	\$ 7,200	\$ 15,000	\$ 45,000	\$ -	\$ 54,600	\$ 7,800	\$ 70,200	\$ 15,600	\$ 20,221	\$ 1,697				\$ (108,373)
Junction City requests		1		0.3	1	4		7		3			\$ 1,789	\$ 1,073			
1,789	\$ 152,435	\$ 27,000	\$ -	\$ 7,200	\$ 7,500	\$ 30,000	\$ -	\$ 54,600	\$ -	\$ 23,400	\$ -	\$ 21,281					\$ (18,546)
Lowell requests		0.5		0.1				1		1							.5 sp therapy
347	\$ 38,109	\$ 13,500	\$ -	\$ 2,400	\$ -	\$ -	\$ -	\$ 7,800	\$ -	\$ 7,800	\$ -	\$ 13,241	\$ 347	\$ 208			\$ (7,187)
Mapleton requests		0.25		0.2		2		1						\$ 152			
253	\$ 48,502	\$ 6,750	\$ -	\$ 4,800	\$ -	\$ 15,000	\$ -	\$ 7,800	\$ -	\$ -	\$ -	\$ 13,153	\$ 253				\$ 746
Marcola requests		0.13		0.1		2			1					\$ 181			
301	\$ 48,502	\$ 3,510	\$ -	\$ 2,400	\$ -	\$ 15,000	\$ -	\$ -	\$ 7,800	\$ -	\$ -	\$ 13,127	\$ 301		\$ 15,600	\$ (9,236)	
McKenzie requests		0.4						1					\$ 286	\$ 172			
286	\$ 38,109	\$ 10,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,800	\$ -	\$ -	\$ -	\$ 11,918			\$ 7,800	\$ (209)	
Oakridge requests		0.62	0.3			1		1	3	1				\$ 427			
712	\$ 79,682	\$ 16,740	\$ 7,200	\$ -	\$ -	\$ 7,500	\$ -	\$ 7,800	\$ 23,400	\$ 7,800	\$ -	\$ 15,576	\$ 712				\$ (7,046)
Pleasant Hill requests		0.6		0.1		1		1	2	4	2		\$ 1,062	\$ 637			
1,062	\$ 86,611	\$ 16,200	\$ -	\$ 2,400	\$ -	\$ 7,500	\$ -	\$ 7,800	\$ 15,600	\$ 31,200	\$ 15,600	\$ 17,323					\$ (27,012)
Siuslaw requests		0.75						6	2	6			\$ 1,538	\$ 923			
1,538	\$ 121,255	\$ 20,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,800	\$ 15,600	\$ 46,800	\$ -	\$ 14,180	\$ -				\$ (22,375)
South Lane requests		2		0.8	2	7		10	8	10	1						
2,807	\$ 245,974	\$ 54,000	\$ -	\$ 19,200	\$ 15,000	\$ 52,500	\$ -	\$ 78,000	\$ 62,400	\$ 78,000	\$ 7,800	\$ 27,348	\$ 2,807	\$ 1,684			\$ (152,765)
Springfield requests		2.8	2			5			74					\$ 6,259			
10,432	\$ 758,710	\$ 75,600	\$ 48,000	\$ -	\$ -	\$ 37,500	\$ -	\$ -	\$ 577,200	\$ -	\$ -		\$ 10,432	\$ 20,000			\$ (10,022)
TOTALS		13.05	6.3	2.6	7	37	1	54	213	46	11						
46395	\$3,467,891	\$ 352,350	\$ 151,200	\$ 62,400	\$ 52,500	\$ 277,500	\$ 7,500	\$ 421,200	\$ 1,661,400	\$ 358,800	\$ 85,800	\$ 232,659	\$ 41,720	\$ 16,130	\$ 30,000	\$ 23,400	\$ (306,668)

* truancy services

Lane Education Service District
ESD Staff Liaisons
(updated 3/17/04)

To enhance communication between LESD and local districts the ESD has identified key staff to serve as district liaisons. The role of the ESD Staff Liaison is four-fold:

- Create a personal relationship with, and become a reliable resource for local district staff
- Serve as an initial point of contact for any ESD-related question, concern or issue
- Direct local inquiries to the proper resource, and follow-up to ensure answers and results
- Secure appropriate ESD staff to attend meetings about specific issues at local sites

<u>Local District</u>	<u>ESD Staff Liaison</u>	<u>Direct #</u>	<u>ESD Board Representative</u>
AT-LARGE	Ron Hitchcock	461-8212	Jerry Miller & Jim Swanson
BETHEL	Barbara McBurnett	461-8213	Michelle Holman
BLACHLY	Brian Brands	461-8357	Michelle Holman
CRESWELL	Dave Standridge	461-8289	Sherry Duerst-Higgins
C-A-L	Sue Mathisen	461-8374	Sherry Duerst-Higgins
EUGENE	Carol Knobbe	461-8264	Zone 1 TBA & Joe Berney
FERN RIDGE	Jackie Turle	461-8233	Michelle Holman
JUNCTION CITY	Randy Trummer	461-8313	Michelle Holman
LOWELL	Carol Skondin	461-8251	Sherry Duerst-Higgins
MAPLETON	Linda Schoenfeld	461-8226	Michelle Holman
MARCOLA	Brenda Jones	461-8202	Sherry Duerst-Higgins
McKENZIE	Michelle Mantel	461-8332	Sherry Duerst-Higgins
OAKRIDGE	Lisa Baber	461-8263	Sherry Duerst-Higgins
PLEASANT HILL	Julie Simmonds	461-8271	Sherry Duerst-Higgins
SIUSLAW	Robin Hartshorne	461-8250	Michelle Holman
SOUTH LANE	Ludean Henderson	461-8378	Sherry Duerst-Higgins
SPRINGFIELD	Gary Ross	461-8235	Don Kimball

Lane Education Service District
Personnel Contact List
By Service Area

Service Area	Contact Person	Direct Phone
Accounts Payable	Darlene Stichler	461-8204
Accounts Receivable	Pam Bonebright	461-8203
Assessment / Evaluation	Jackie Turle	461-8233
Attendance Services	Michelle Martin	461-8285
Augmentative Communication	Ludean Henderson	461-8378
Autism Services	Robin Hartshorne	461-8250
Behavior Disorder Services	Kim Black	461-8237
Board of Directors	Barbara McBurnett	461-8213
Board Policy Issues	Carol Knobbe	461-8264
Boundary Issues	Barbara McBurnett	461-8213
Budget Issues	Dave Standridge	461-8289
Business Services	Dave Standridge	461-8289
Calendar Issues	Terri Peterson	461-8200
Career Education	Kristin Gunson	461-8275
Courier Route Information	Lori Wollenweber	461-8220
Courier Services	Gary Ross	461-8235
Curriculum Development	Jackie Turle	461-8233
Custodial Services	Jeff Potterf	461-8260
Distance Learning	Randy Trummer	461-8313
Emergency Response Network	Kathryn Henderson	461-8230
Facilities Use & Management	Gary Ross	461-8235
GED Testing	Michelle Martin	461-8285
Grant Accounting	Linda Schoenfeld	461-8226
Grant Development	Jackie Turle	461-8233
Home School	Michelle Martin	461-8285
Human Resources	Brenda Jones	461-8202
Instructional Technology	Lynn Lary	461-8216
Insurance Questions	Brenda Jones	461-8202
Lane School Behavior Program	Kim Black	461-8237
Legal Issues	Carol Knobbe	461-8264
Life Skills Programs:		
Rural Schools	Brian Brands	461-8357
High Schools	Ludean Henderson	461-8378
Middle Schools	Brian Brands	461-8357
Elementary Schools	Robin Hartshorne	461-8250
Martin Luther King Ed. Center	Kim Black	461-8237
Math Specialist	Bob Curtis	461-8354
Media Services	Gary Ross	461-8235
Media Clerk	Lori Wollenweber	461-8220
Meeting Rooms Schedule	Terri Peterson	461-8200
	(continued)	

Lane Education Service District
Personnel Contact List
 By Service Area

Service Area	Contact Person	Direct Phone
Migrant Services	Guadalupe Moreno	461-8382
Network Services	Randy Trummer	461-8313
Payroll	Lisa Baber	461-8263
Personnel Policies & Issues	Carol Knobbe	461-8264
Policy Questions	Barbara McBurnett	461-8213
Prevention Specialist	Mary Bork	461-8267
Professional Technical Education	Kristin Gunson	461-8275
Psychology Services	Sue Mathisen	461-8374
Reading Specialist	Robert Young	461-8280
Regional Low Incidence Programs	Sue Mathisen	461-8374
Scheduling Meeting Rooms	Terri Peterson	461-8200
School Improvement Services	Jackie Turle	461-8233
Science Specialist	Bob Curtis	461-8354
Social Studies Specialist	Robert Young	461-8280
Special Education Services	Sue Mathisen	461-8374
Speech & Language Services	Ludean Henderson	461-8378
Staff Development	Jackie Turle	461-8233
Substitute Teaching	Terri Peterson	461-8200
Superintendent	Ron Hitchcock	461-8212
Teacher Resource Center	Susan Gama	461-8292
Technology/Learning Support (TLSS)	Michelle Mantel	461-8332
Technology Services	Randy Trummer	461-8313
Truancy Services	Michelle Martin	461-8285
Workshop Registration:		
School Improvement	Becky Schmitt	461-8257
Special Education	Shirley Marchbanks	461-8272
Technology	Christine Long-Okesson	461-8320

Superintendent Report
March 16, 2004

- **Zone B:**
Two new superintendents next year, Willamette and Southern Oregon
Interest among LESD, SOESD and SCESD to develop a program evaluation tool
Zone B meetings at LESD on 3/19 and 6/18
- **OAESD:**
Interest by most in redesigning OPEN and reverting to original intent and mission
(LESD hosting a meeting on April 2 for all Tech Centers, ESD, and tech partners)
Still searching for proper forum with ODE, re: questions, concerns & relations
Looking for a legislative lobbyist (Jim Marshall and Ozzie Rose have applied)
\$1 billion budget shortfall next biennium will likely pit health care vs. education
- **C-A-L / Lane School:**
Contract signed, \$25,000 annual rent plus construction and custodial expense
MOU attached to contract, defines points of contact and working agreements
Program will require portable classroom in addition to C-A-L rooms, 44 students
- **LCC Collaboration:**
Skilled Trades Center is in the planning and needs assessment stage
Certification for educational aides and classroom teachers could start this summer
Transitional Counseling Program – Use the Comprehensive Guidance Model, including
elements of career education, work place preparation, referral services, college
preparation, assessment, distance learning, apprenticeships and concurrent enrollment.
- **Resolutions:**
Flex\$ pool for component districts now projected to exceed \$3.5 million
Increased flex\$ creating demand for new and unique services from the ESD
Expanded services from LESD will include a MAC contact and grant coordinator
Staffing Implications – special education and technology will have to add staff
- **Superintendent Council:**
NCLB Compliance
Skilled Trades Center
Truancy / Home School / Student Transfer Services
Pacific University Program
ESD Budgeting Process
Special Education Expansion and Relocation Issues
Regional Meetings & District Liaisons
Foreign Language Content & Instruction
Nursing Services
- **Executive Session:**
To discuss a possible real estate transaction

Administrative Reports

March 16, 2004

Dave Standridge, Director of Business Support Services

Budget Committee Meeting Reminder

Letters will be going out this week to remind the Board of the May 4th, 7:00 p.m. Budget Committee meeting. Agendas will be enclosed.

Revenue Update

Revenue projections were issued by ODE. Lane ESD will receive \$13,422,000 in State School Fund revenue in 2004-05 as compared to \$13,440,000 this fiscal year. This translates into \$243 per ADMw, which ranks us 15th out of the 20 ESDs. We are still \$1,900,000 below the target for equalization.

Michelle Mantel, Director of Technology and Learning Support Services

Motorpool Gate – Installing an automatic gate on the motor pool that will provide for keypad entry and exit. Required running electricity out to the motor pool site, keypad installation, reinforcing gate and new parking lot signage. Project is expected to be completed within the next month.

Video Conferencing Hub Upgrades – covered in program presentation

Instructional Technology Grant Assistance – Assisted 5 districts (Creswell, South Lane, Eugene, Oakridge and Springfield) in applying for Ed Tech grants. Grants will be awarded on March 18.

School Improvement Planned Events

- Math and Writing Assessment – March 22 – 26 (Spring Break) at Lane ESD
- Science Fair – May 10-12, at Lane ESD
- Migrant Summer School – June 28-July 22, 2004, at Guy Lee Elementary

Sue Mathisen, Director of Special Education

Life Skills

This program will be expanding significantly this fall. We are currently identifying new sites - some outside of the urban area. Recruiting staff for this program is a big task this year!

Lane School

Planning continues for the re-location of this program to Applegate Elementary in Crow-Applegate-Lorane School District. This program will also be expanding, both in terms of student placements and behavior consultation to districts.

School Psychology

Several districts are also requesting a higher service level in this program.

Carol Knobbe, Assistant Superintendent

Position Descriptions

Two of the 6 position descriptions being revised or drafted have been completed and reviewed by the position description review committee.

Recruitment

On March 30 & 31 two special education managers and I will be at the Oregon Professional Educator Fair in Portland.

We are fine tuning the use of the online application process we are using (provided by Oregon School Personnel Association).

We will be meeting with Pacific University, 4J & McKenzie SD on Thursday to make a final decision about moving forward with the Alternative Paths to Teaching Special Education program. Participating districts will assist in screening and interviewing candidates for placement in district provided internships. LCEA has indicated support for providing internships.

Insurance

We had brief presentation from Bill McGovern, LBL ESD Human Resources Director, related to a new concept being explored for providing insurance option called Health Care Partnership. This is a form of form of self-insurance. We will be authorizing Aetna to review our insurance data to determine feasibility of this type of health care option in our area. Del Johnson has been involved in these conversations with LBL, as he also serves as their agent of record.

OAESD

Assistant and Deputy Superintendents from several ESD's are meeting later this month to refine a proposal for implementation of a ODE funded effort to support districts NCLB efforts. The primary focus of the projects will be on Special Education and ELL student populations.

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – February 24, 2004

Work Session

Chair Miller called the work session to order at 5:45 p.m., Tuesday, February 24, 2004, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Don Kimball, Jerry Miller and Jim Swanson. Superintendent Ron Hitchcock and Barbara McBurnett, recording secretary, were in attendance.

The Board held a mid-year review of the overall planning and goal setting process. General background was provided in the form of summary documents from the earlier planning sessions with ESD board, ESD staff, component district staff, ESD management team, and component board members.

ESD Board members discussed the agency and board goals, planning activities, and the implementation progress to date. The Board was particularly interested in comparing Board Goals from the original planning activity to the feedback gleaned from the joint school boards meeting hosted by the ESD Board.

There was consensus that the over-arching goals should not be changed, but should continue to be emphasized and promoted. There was also agreement that the original goals could and should be used as valid measurements of agency progress as well as forming the basis for evaluation of the superintendent

Joe Berney volunteered to meet with the superintendent to discuss and plan the next steps. They will include other administrators and board members in a discussion about continuing the positive momentum generated from the joint board meeting. The smaller work group will develop recommendations and make a report to the Board in the April meeting. The intent is to create an ongoing forum for dialog, to be hosted by the ESD Board, to surface educational issues and discuss solutions that are of common interest to all boards and districts.

The work session was adjourned at 6:45 p.m.

1. Regular Meeting
Call to Order

1 Chairperson Jerry Miller called the regular board meeting to order at 7:00 p.m. Tuesday, February 24, 2004, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Ron Hitchcock, Carol Knobbe, Dave Standridge, Sue Mathisen, and Barbara McBurnett, recording secretary.

Others attending were: Laura Krenk, Mary Bork, Kathryn Henderson, Jackie Turle, and Ivan Hernandez.

2. Recognition of Staff
and/or Public

2 There was no staff or public recognition.

3. Introduction of
Guests

3 Fern Ridge School District Superintendent Ivan Hernandez, school improvement staff members Mary Bork, Kathryn Henderson, and Jackie Turle were introduced.

- | | | |
|-------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. Public Participation | 4 | There was no public participation. |
| 5. Agenda Review | 5 | Revised copies of the Human Resource Report and Licensed/Professional Staff Recommendations for 2004-05 were submitted. |
| 6. Action Items | 6A | <p>The following action items were included in the Consent Agenda approval:</p> <p>(1) Approve Board minutes of January 27, 2004
 BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting January 27, 2004, as submitted.</p> <p>(2) Accept Monthly Human Resources Report and Approve Personnel Recommendations (revised report attached)
 BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated February 17, 2004 (revised).</p> <p>(3) Approve Grants/Contracts Awarded and Authorize Receipt of Funds
 BE IT RESOLVED that the Board of Directors of Lane ESD approves the grants/contracts awarded reported dated February 2004, and authorizes receipt of funds.</p> <p>(4) Amend Budget Calendar
 The original budget calendar listed June 22 as the date of the budget hearing. The date should be changed to June 15, the date of the June Board of Directors meeting.
 BE IT RESOLVED that the Board of Directors of Lane ESD amends the budget calendar to show June 15, 2004, as the date of the Lane ESD Budget Hearing.</p> <p>(5) Authorize Contracts for Licensed/Professional, Non-Administrative Staff for 2004-05 (revised report attached)
 BE IT RESOLVED that the Board of Directors of Lane ESD authorizes extending contracts of licensed, non-administrative staff for the 2004-05 year, as revised.</p> <p>(6) Authorize Renewal of Probationary Licensed Staff for 2004-05
 BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the notification of all affected employees of their change of status, as submitted. For those employees who are renewed, the effective date will be the first working day of the 2004-05 school year.</p> <p>(7) Authorize Contracts for Licensed, Administrative Staff for 2004-05
 BE IT RESOLVED that the Board of Directors of Lane ESD authorizes extending contracts of licensed, administrative staff for the 2004-05 year, as submitted.</p> <p>DIRECTOR DUERST-HIGGINS 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 BERNEY, DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTING YES.
 (ESD Resolution # 03-019)</p> |
| 7. Discussion/ Reports | 7A | <p>Lane Emergency Response and Crisis Management Consortium Project</p> <p>School Improvement specialist Mary Bork and Kathryn Henderson provided an overview of the services provided by this grant. The school improvement prevention team applied for and was awarded the grant that provides services to the sixteen Lane County school districts for emergency response and crisis management. This model assists schools with the prevention, preparedness, crisis and recovery components. The project outcomes are:</p> <ul style="list-style-type: none"> • Comprehensive, coordinated building-level plans for schools in all 16 districts to allow us to better manage crisis stemming from natural and human-made hazards. • Collaboration between Lane ESD, schools, and county and local level responders in the areas of community safety, health, and mental health. <p>Fern Ridge School District Superintendent Ivan Hernandez found the preparation training to extremely effective during a recent tragic event in that school district.</p> |

	7B	Co-Location Options with Partner Agencies Superintendent Hitchcock discussed the possibilities and efficiencies to be gained through internal and external co-location of staff to support programs where Lane ESD is an ongoing partner with other agencies. The superintendent has had preliminary conversations with Lane Community College, Lane Workforce Partnership, and Lane Business Education Compact regarding potential advantages.
	7C	First Reading: Policy Revision, KBA – Public Records The Public Records policy has been updated to reflect changes recommended by OSBA.
	7D	First Reading: New Policy ECAAA – Employee Identification Badge System Currently, Lane ESD does not have a policy for employee badges. Since Lane ESD requires employees to wear name badges, having a policy in place is recommended by OSBA.
	7E	New Administrative Rule ECAAA-AR – Employee Identification Badge System The administrative rule is recommended by OSBA to accompany the Employee Identification Badge policy.
	7F	Administrative Rule Revision, DI-AR(3) – Fiscal Procedures and Responsibilities For clarification purposes, the following paragraph will be added to the administrative rule DI-AR(3) on page 6-16, after the first paragraphs in #3. “When more than one employee travels to a training or activity on ESD business, they are expected to carpool unless approved by their manager. The ESD may require an employee to use an ESD vehicle for travel to conferences held outside the ESD service area.”
8. Superintendent's Report	8A	Financial Report Director of business support services Dave Standridge reviewed the January 2004 financial report. Revenues continue to be more than budgeted due to the State's K-12 biennial budget.
9. Information from Administrative Staff	9	Dave Standridge reported: <ul style="list-style-type: none"> • Business services support is continuing to be provided to Creswell School District while the district searches for a new business manager. • The CPI increase for the LCEA contract will be 1.75% • The Lane ESD budgeting process will be under way in March. Sue Mathisen reported: <ul style="list-style-type: none"> • There will be growth in all special education programs provided through resolution services in 2004-05. • Planning for the relocation of Lane School to Applegate Elementary in the Crow-Applegate-Lorane School District is progressing. The move will take place immediately after the end of the school year. Carol Knobbe reported: <ul style="list-style-type: none"> • Some position descriptions are currently being re-written due to reconfiguration of positions as well as two new positions that are being developed. • Position postings on the Lane ESD webpage have been updated to provide full vacancy notices and downloading of applications for classified positions. Licensed position applications are available online at the website hosted by the Oregon School Personnel Association. • Lane ESD is pursuing recruitment options in order to fill the large number of vacancies anticipated in special education.
10. Information from Board Chair	10	Chair Jerry Miller reported that LCOG is considering the impact of the Ballot Measure 30 defeat on the Senior and Disabled Services Program, as well as the LCOG membership of Lane County.

- | | |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11. Board Member Presentations and Comments | 11A Don Kimball expressed appreciation to Superintendent Hitchcock for his communications to the Board and staff. |
| 12. Announcement/ Correspondence | 12A <i>Cottage Grove Sentinel</i> article about the Chamber of Commerce First Citizen Awards. Sherry Duerst-Higgins was a recipient of the award.

Letter from the parent of a student at the Martin Luther King Jr. Education Center commending Lane ESD teacher Stephan Willow. |
| 13. Public Participation | 13 There was no public participation. |
| 14. Adjournment | 14 The meeting was adjourned at 8:30 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday, March 16, 2004, beginning at 6:00 p.m., at the ESD Center Building |

Minutes approved:

3-16-04 BJM
(date) BJM

Jerry Miller
Jerry Miller, Chairperson

Attachments to official minutes:

1. HR Report (revised)
2. Licensed/Professional Staff Recommendations (revised)
3. Superintendent Report
4. Administrative Staff Report

Ron Hitchcock
Ron Hitchcock, Superintendent-Clerk

HUMAN RESOURCES REPORT TO LANE ESD BOARD

~~February 17, 2004~~

REVISED

February 24, 2003

LICENSED STAFF (Action)

	Name	Position	Effective Date	Notes
<i>Appointments</i>				
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>	Greg Gruener	Teacher, Life Skills	01/30/04	Resignation
<i>Change of Status</i>	Steve Jonas	Life Skills Specialist	02/01/04	From .7 fte to .85 fte

CLASSIFIED STAFF (Information)

	Name	Position	Effective Date	Notes
<i>Appointments</i>	Linda Albright Ann Gateley Laurie Hiatt Jennifer Mandeville David Parker Tonya Ray Elizabeth Riffin Vicky Scheuerell Jodie Wilson	Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant	01/05/04 02/09/04 02/04/04 02/09/04 01/21/04 01/20/04 02/02/04 02/02/04 01/21/04	
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>	David Parker	Educational Assistant	02/18/04	Resignation
<i>Change of Status</i>				

VACANCY NOTICES (Information)

Position	Closing Date	Notes
03043 – Autism/Life Skills Consultant	Open until filled	Position not filled
03071-74 – Educational Assistant, 3.5 hr	12/17/03	Position filled
03075 – Educational Assistant, 6 hr	12/17/03	Position filled
03076 – Educational Assistant, 3.5 hr, Siuslaw	01/22/04	Position filled
04001-03 – Teacher, Life Skills Education Program	03/12/04	In process
04004-05 – Teacher, Lane School Program	04/09/04	In process
04006 – Teacher Consultant	04/09/04	In process
04007 – LESD/Autism Consultant	04/14/04	In process
04008 09– School Psychologist	04/14/04	In process
04010-11 – Speech/Language Therapist	04/02/04	In process

Lane ESD
Licensed/Professional Staff
Recommendations for 2004-05 Contract Extension
~~February 17, 2004~~
REVISED
February 24, 2004

Name	Position	Hire Date
Probationary Year 1		
Croston, Darby	Teacher, Life Skills	08/27/2003
Depner, Rachelle	Teacher, Life Skills	08/27/2003
Donnelly, Colin	Teacher, Lane School	08/27/2003
Johnson, Shanna	Speech/Language Therapist	08/27/2003
Kirkwood, Jennifer	Teacher, Life Skills	08/27/2003
Kowall, Sandra	Teacher, Life Skills	10/28/2002
Likens, Karen	Alcohol Abuse Prevention Coordinator (grant ends 6/05)	05/20/2002
Lowery, Michelle	School Improvement Coordinator (grant ends 6/05)	02/03/2003
Moreno, Guadelupe	Migrant Education Coordinator	10/13/2003
Santin, John	Alcohol Abuse Prevention Coordinator (grant ends 6/05)	05/12/2003
Satej, Carol	Teacher, Life Skills	08/27/2003
Shain, Joyce	Child Development Specialist (grant ends 6/05)	08/25/2003
Stecher, Kimberly	School Psychologist	01/07/2003
Sumich, Alyssa	Teacher, Life Skills	10/13/2003
Templeton, Marti	Alcohol Abuse Prevention Coordinator (grant ends 6/05)	03/31/2003
Willoughby, Barbara	Teacher, Life Skills	08/27/2003
Probationary Year 1 to Probationary Year 2		
Burke, Catherine	Child Development Specialist (grant ends 6/05)	01/07/2003
Hoglan, Valerie	Child Development Specialist (grant ends 6/05)	01/07/2003
Krupicka, Amber-Dawn	Child Development Specialist (grant ends 6/05)	01/07/2003
Stutte, Nicole	Child Development Specialist (grant ends 6/05)	01/07/2003
Probationary Year 2 to Probationary Year 3		
Duvall, Tamara	Teacher, Life Skills	08/28/2002
Jonas, Steven	Specialist, Life Skills	08/28/2002
Kendrick, Rita	Specialist, School Improvement (grant ends 6/06)	10/18/2002
Small, Abigail	Teacher, Life Skills	08/27/2002
Probationary Year 3 to Non-Probationary		
Bork, Mary	Curriculum/Teaching Support Specialist	10/01/2001
Holcomb, Candace	Teacher, Life Skills	08/28/2001
Marrone-Thompson, Katherine	School Psychologist	08/29/2001
Middleton, Brian	Teacher, Life Skills	10/16/2001
Smith, Tonya	ESD Consultant/Autism Consultant	08/29/2001
Willow, Stephan	Teacher, Court School	04/11/2002

Non-Probationary		
Aaron, Gigi	ESD Consultant/Autism Consultant	08/28/1990
Armstrong, Michael	School Psychologist	09/01/1993
Bailey, Michael	School Psychologist	08/29/1991
Bateman, Lisa	Teacher, Lane School	08/29/2000
Berger, Carol	Language & Speech Therapist	09/01/1987
Brenneman, Todd	Teacher, Life Skills	09/01/1999
Crain, Dan	Teacher, Life Skills	08/29/1995
Curtis, Robert	Specialist, Curriculum/Teaching Support	08/03/1998
Deeks, Virginia	Language & Speech Therapist	08/29/1989
Dilliplane, Dorothy	Teacher, Lane School	08/28/1990
Faulkner, Cheryl	Teacher, Life Skills	08/29/1989
Galbreath-Sheredy, Gail	Teacher Consultant	08/29/1995
Gentile, Irma	Teacher, Life Skills	07/01/1998
Glenn, Anne	Teacher, Life Skills	09/01/1999
Granzin, Alexander	School Psychologist	08/25/1980
Gunson, Kristin	Specialist, Curriculum/Teaching Support	08/03/1998
Hayden, Rosannah	Speech/Language Therapist	08/29/2000
Henderson, Kathryn	Specialist, Curriculum/Teaching Support	09/01/1989
Itzkowitz, Sandy	Teacher, Life Skills	09/02/1998
Kenyon, Wendy	Teacher, Lane School	08/31/1999
Kozlowski, Jean	Teacher, Life Skills	10/26/1988
Krenk, Laura	Teacher, Life Skills	08/28/1990
Lary, Lynn	Specialist, Technology/Learning Support	10/03/1994
Lee, Richard	School Psychologist	08/28/1997
Lesch, Sandra	Teacher, Lane School	09/27/1988
Libby, Donna	ESD/Autism Consultant	09/01/1999
Madison, David	Teacher, Lane School	08/27/1997
McCormack, Catherine	School Psychologist	08/27/1997
Michaels, Christopher	Teacher Consultant	10/14/1996
Myska, Margaret	School Psychologist	08/27/1997
O'Neil, Eugene	Teacher, Life Skills	08/29/1995
O'Shea, Diana	Teacher, Life Skills	08/28/1996
O'Shea, Rick	Teacher, Life Skills	08/31/1994
Passenger, Bradley	ESD/Autism Consultant	09/01/1999
Reinker, Patricia	School Psychologist	08/28/1978
Siemerink, Monique	School Psychologist	02/02/1987
Smith, Stephanie	School Psychologist	08/29/1989
Thames, Scott	Teacher, Life Skills	01/28/1982
Thomas, Sheila	Teacher, Life Skills	08/28/1990
Thompson, Annette	Language & Speech Therapist	09/01/1993
Waggoner, Mickey	Teacher, Life Skills	08/27/1979
Wallace-Blanchard, Robyn	School Psychologist	09/01/1987
Wiley, Martha	ESD/Autism Consultant	09/01/1999
Wilson-Knoll, Mary Jean	Specialist, Curriculum/Teaching Support	08/03/1998
Young, Robert	Specialist, Curriculum/Teaching Support	07/13/2000
Non-Extension		
None		
Non-Renewal		
None		

Superintendent Report

- **Legislative Forum.** The ESD hosted a meeting for superintendents and Lane County Legislators. It was informative but not well attended by the legislators, only three of our eight legislators attended, and one of those left early and another came late. Three others who had committed to attend were no-shows. Their input was that others would only come to meetings if there were a single issue or proposal to discuss. Their other piece of advice was for educators to find creative suggestions to reduce programs and mandates, instead of pounding the table for more money. Education in general, and PERS and insurance benefits specifically, are widely perceived as "the reason we're in this mess."
- **Mergers and Consolidations.** Will be studied by two legislative committees. In the absence of political or public will to increase revenues, the next "target" is creating efficiencies, i.e. lower per student costs, by mandating mergers of districts and consolidating ESD's. Sherry, along with Craig Smith, Dean Livelybrooks, Pat Neill, and Beth Gerot are on the OSBA Legislative Policy Committee. Perhaps that's a forum to become proactive in this area.
- **Bargaining Insurance.** Statewide average district contribution: \$683.39, LESD contribution: \$650.00. Statewide average employee contribution: \$146.25. LESD employee contribution: \$58.97. LESD ranks 75th highest in district contributions, of 133 districts reporting. LESD is among the 60% of districts using an insurance cap. The Governor, and others, are pushing for a single insurance policy for all educators. OSBA is not in favor, OEA is in favor. Collective savings estimated at \$60 million a year by those in favor. Collective increased costs estimated at \$30 million a year by those in opposition. I have handouts from the OSBA workshop if you're interested.
- **ESD Newsletters.** We have copies from several other ESDs who still publish and mailing newsletters on a regular basis. Let me know if you're interested in seeing them.
- **Resolutions.** All districts have adopted our resolutions, next step – budgeting!
- **Budgeting.** According to COSA, many of the latest initiatives from the Governor and legislative committees are troubling. 1) Equalization – the agreement among richer and poorer districts formalized in the state funding formula – is a likely target for further litigation. 2) The effort to force all educators under a single state mandated insurance program. Who gets forced up, and who would accept moving down? 3) Local tax measures, which provide support for county school districts is viewed as "not good for the state." 4) Don't ask the state to backfill the \$300 million education funding gap, take your ideas and opinions to your local school budget committee because they will ultimately decide how to resolve the problem district by district.
- **Natives Program.** Another photo of Jim! We'll circulate it at the Board Meeting.
- **OSBA Leadership Institute – Roles & Responsibilities, School Board Ethics.** If you're interested, let us know. May 18 in Pendleton, May 19 in Portland, or May 20 in Canyonville.

Administrative Reports

Dave Standridge, Director of Business Support Services

Status of Creswell Contract

Business service support is continuing to be provided to Creswell School District as the district searches for a business manager.

CPI increase for LCEA Contract

CPI figures are published, and the salary increase according to the LCEA contract will be 1.75% for the 2004-05 year.

Revenue Update

Revenue projections from the State will be published on Friday.

Budget Status

District requests for resolution services are due to Lane ESD by March 1. The budget process will begin as soon as that information is received.

Sue Mathisen, Director of Special Education

Special Education Program Growth

As anticipated, there will be growth in all special education programs provided through resolution services in 2004-05.

Lane School Relocation

Planning for moving the Lane School program to Applegate Elementary in the Crow-Applegate-Lorane School District are progressing.

Carol Knobbe, Assistant Superintendent

Position Descriptions

There are several position descriptions currently being re-written related to consolidation or reconfiguration of duties within service areas. Two new positions are being developed related to our agency-wide grant and MAC functions.

Website Development

Some recent changes have been made to the Lane ESD webpage in the area where position postings are listed. We are now able to post the full vacancy notice and classified applicants can download an application packet from our webpage.

An online application system is being used for licensed positions. This system is hosted by the Oregon School Personnel Association (OSPA).

Recruitment

Lane ESD anticipates a large number of vacancies this fall. HR is working in conjunction with Special Education to attend the Portland Teacher's Fair and the CEC as possible venues for teacher recruitment.

Tomorrow night, Lane ESD is hosting a presentation by Pacific University on their Alternatives to Teaching –Special Education program. This may be a viable option for districts to "grow their own" special education teachers.

Personnel

We've constructively resolved several issues that arose since the beginning of the school year and continue to monitor several staff members that are off work due to on-the-job injury.

Site visits were conducted to Life Skills classrooms in order to update the essential functions and physical requirements for our Educational Assistant position.

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – January 27, 2004

- | | | |
|------------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Jerry Miller called the regular board meeting to order at 7:30 p.m. Tuesday, January 27, 2004, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson; . Administrative staff members present were Superintendent Ron Hitchcock, Carol Knobbe, Dave Standridge, Michelle Mantel, Sue Mathisen, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Robin Hartshorne, Brian Brands, Ludean Henderson, and Anne Glenn</p> |
| 3. Recognition of
Staff and/or Public | 3 | <p>Educational assistant Susan Popp and son Mekiah were introduced.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Agenda Review | 5 | <p>There were no changes to the agenda.</p> |
| 6. Action Items | 6A | <p>The following action items were included in the Consent Agenda approval:</p> <p>(1) Approve Board minutes of December 9, 2003
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting December 9, 2003, as submitted.</p> <p>(2) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated January 21, 2004.</p> <p>(3) Approve Grants/Contracts Awarded and Authorize Receipt of Funds
BE IT RESOLVED that the Board of Directors of Lane ESD approves the grants/contracts awarded report dated January 2004 and authorizes receipt of funds.</p> <p>DIRECTOR KIMBALL 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 BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-017)</p> |
| | 6B | <p>Authorize Submission of 2004-05 Resolutions to Local District Boards</p> <p>The 2004-05 resolutions, new model, and funding mechanism were reviewed and discussed. Four resolutions have been established as core resolution services and are available to all districts. Districts have been allocated flex dollars based on ADM and, can purchase needed resolution services with the flex dollars, as well as additional services if desired. Districts will complete a form requesting specific services, which will be returned to Lane ESD by March 1, along with submission of the resolution action document.</p> <p>With Board approval, the resolutions will be submitted to component district boards for action.</p> |

BE IT RESOLVED that the Board of Directors of Lane ESD approves the 2004-05 resolutions as presented and authorizes submission of the resolutions to Lane County school boards for review and action.

DIRECTOR HUEBNER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Berney seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES.**
(ESD Resolution # 03-018)

7. Discussion/
Reports

7A Life Skills Managers Brian Brands, Ludean Henderson, and Robin Hartshorne reviewed the activities of the "Linking Statewide Assessments" grant. The \$10,000, one-year grant, provided the opportunity for an October training in which 25 Life Skills teachers and 58 parents participated to increase parent participation in the IEP process and assist teachers in tying IEP's to statewide assessment. Parent Susan Popp talked about how the grant trainings have helped her in her parental role of a Like Skills student.

7B Board Planning
A meeting of Lane County Boards chairs and superintendents was held prior to the Lane ESD Board meeting. Discussion and ideas provided helpful input for Lane ESD. Comments from the meeting will be synthesized and sent to participants.

A Lane ESD management retreat is planned for January 29 and 30. Data from the joint boards meeting and management retreat—as well as the LCC joint boards meeting, employee survey data, and Board goals—will be utilized in preparation for a Board planning session. The Board selected Tuesday, February 24, 5:30 to 6:30 p.m., prior to the regular Board meeting, as the date for the work session.

8. Superintendent's
Report

8A Financial Report
Director of business support services Dave Standridge reported the projected revenue will be about 17.5% more than budgeted. Additional revenue will be rolled over into the 2004-05 year as agreed by the Lane County superintendents.

9. Information from
Administrative Staff

- 9 Dave Standridge:
- An agreement has been signed between Lane ESD and Creswell School District for Lane ESD to provide business services.
 - The audit for Crow-Applegate-Lorane School District has been completed and was greatly improved from last year. (Lane ESD provides business services for the district.)
- Sue Mathisen:
- Lane School will be relocated to Applegate Elementary in the Crow-Applegate-Lorane School District. Facilities and lease agreement details are in process.
- Michelle Mantel:
- The Career Fair is February 12. Mock interview volunteers are needed.
 - An E-Learning Summit will be held on March 11 at Lane Community College.
 - Options for increasing collaboration and participation in advisory meetings for teaching and learning support services are being considered including meeting at various district sites throughout the county.
- Carol Knobbe:
- The ESD assistant superintendent group has been working with Oregon Department of Education in developing methods for using ESD's more strategically in ODE service delivery.
 - The ESD is considering creative ways to hire for difficult-to-fill positions such as alternative paths to teaching. The ESD needs to be prepared to offer services to districts for positions that are difficult to find.

10. Information from Board Chair	10	Chair Miller announced that he has been selected to serve as chair for the LCOG Board of Directors for 2004.
11. Board Member Presentations and Comments	11	<p>Advisory Board Member Chuck Forster:</p> <ul style="list-style-type: none">• Lane Workforce Partnership will provide \$100,000 for paid internships (20 positions) for students.• A employer-recognized math camp will be offered for students.• The federal government has established a workforce training fund to upgrade skills of current employees. LWP has received \$300,000 to provide these services or private sector employers.
12. Announcements / Correspondence	12	Sherry Duerst-Higgins has honored as the Cottage Grove Area Chamber of Commerce First Citizen.
13. Public Participation	13	There was no public participation.
14. Adjournment	14	<p>The meeting was adjourned at 9:35 p.m.</p> <p>The next meeting of the Lane ESD Board of Directors will be on Tuesday, February 24, 2004, beginning at 6:30 p.m., at the ESD Center Building</p>

Minutes approved:

2-24-04 BJM
(date) BJM

Attachments to official minutes:

1, 2004-05 Resolution Descriptions

Jerry Miller
Jerry Miller, Chairperson

Ron Hitchcock
Ron Hitchcock, Superintendent-Clerk

Lane ESD

Description of 2004-05 Resolution Services

Technology Resolutions

Resolution 1 – Technology Services

Resolution 1 provides districts with reliable and managed network connectivity supporting the use of technology throughout the county from the administrative applications at district offices to the delivery of direct classroom instruction.

All districts in Lane County receive basic services including:

- Video conferencing hubbing
- Vtel and Polycom technical support
- Blackboard (online course management tool)
- Technical support for all ESD resolutions.

Districts can elect to use their flex dollars to receive full services that include:

- Data connections (lines)
- Internet access
- Email (including anti-spam and antiviral support)
- Network line management
- Routing technical support
- Bandwidth management
- Core network firewall
- Content filtering and caching
- DNS
- Web hosting
- IP address space
- Pentamotion access
- Dialup access.

Resolution 2 – Instructional Technology

Resolution 2 supports the integration of technology in the classroom by providing training, support, resources and professional expertise directly to classroom teachers and instructional staff.

This resolution provides a dedicated Instructional Technology Specialist who works directly with districts to provide and coordinate on-site and centralized staff development and consulting services that meet district needs.

In addition to staff development, this resolution provides:

- Direct technical support to school staff
- Assistance in the writing and coordinating of grant activities
- Technical resources including three portable computer labs available for classroom use
- Supports distance learning activities throughout the county

Lane ESD

Description of 2004-05 Resolution Services

School Improvement Resolutions

Three resolutions combine to support the services provided by Lane ESD's School Improvement department. These services are supported by a combination of resolution funds and grants. For the 2003/04 the resolution funds represent 8% of the total School Improvement funding. The remaining 92% is provided through grant dollars.

The resolution dollars are used to provide direct services to districts and to support efforts required to seek, leverage and obtain grant funds allowing the ESD to broaden the range of services offered to Lane County Schools.

Services to districts include direct support for student programs and services, professional development, technical assistance and facilitation of school, family and community partnerships. Specific examples of these services are provided below:

Resolution 3 – Safe Schools Services

The services provided by the Safe Schools resolution include:

- School-wide behavior systems
- Classroom management
- After school and summer school programs
- School safety and violence prevention
- Drug, alcohol and tobacco prevention
- Community-based prevention activities
- Youth leadership groups

Resolution 4 – General Education Services

The services provided by the General Education resolution include:

- Workshops and consultation in the areas of curriculum, instruction and assessment in reading, math, science, writing, speaking, social science, ELL, TAG and project-based learning
- Support to schools in incorporating state standards for the CIM
- International Classroom Visitors Program, language arts contests, classroom and field trip support, etc.
- Scoring centers for state tests in math and writing
- Supplemental instructional services to migrant children

Resolution 5 – Career Education Services

The services provided by the Career Education resolution include:

- Professional technical education
- Career learning
- Support to schools in incorporating state standards for the CAM
- Career fair & Career Survey
- Service Learning
- Work-related opportunities for students
- Workplace readiness skills for at-risk and/or IEP students
- Business and community college partnerships

Lane ESD

Description of 2004-05 Resolution Services

Special Education Resolutions

Resolution 6—Psychology Services

Resolution 6 provides districts with cost-efficient utilization of hard-to-find school psychology staff. School psychology staff assist districts in meeting their mandated obligation under IDEA to identify students eligible for special education services. Psychology services include:

- Pre-referral and referral activities related to eligibility for special education
- Psychological assessments and preparation of written reports
- Behavioral consultation
- Case coordination and other activities

Resolution 7—Behavior Disorders

Resolution 7 assists districts in meeting their mandated obligation under IDEA to offer a continuum of placements and services for students with the most challenging behaviors.

Classrooms serving students in grades K-8 are located on a separate Lane School Campus.

Consultants provide an important link in ensuring successful transitions from Lane School back to resident districts.

- Lane School provides classrooms serving students who have behavior disorders and who have not been successful in district programs.
- Behavior consultants assist districts in meeting the needs of students served in in-district programs.

Resolution 8—Life Skills Student Placements

The Life Skills Education program provides classrooms serving students who have the most severe disabilities. Resolution 8 assists districts in meeting their mandated obligation under IDEA to offer a continuum of placements and services for students with severe disabilities.

The LSE program coordinates and provides related services and supports including: educational assistants, physical therapy, occupational therapy, speech therapy, nursing consultation, and behavior consultation.

Lane ESD Description of 2004-05 Resolution Services

Media / Courier Resolutions

The Media and Courier services provided by Lane ESD are independent services that rely on each other for support and success.

Resolution 9 – Media/Courier Services

Media Services

Lane ESD provides a collection of current, high quality educational videos and other instructional materials to constituent districts. In addition to the media collection, Lane ESD also provides training and support to districts not having certified librarians, including assistance in collection development, cataloging, etc.

Additional services include:

- Full access by all component districts to an extensive library of DVDs, videos, and other instructional materials (including pickup and delivery).
- Access to media collection information and reservations available online and by phone
- Collection of all state adopted textbooks (including support materials kits) accessible to all Lane County educators.
- Research support to districts for grants through the Teaching Resource Center (TRC)
- OPB Video streaming subscription for all schools, including home access
- Full OSLIS/EBSCOHost subscription for all schools, including home access
- Professional library available to for component district and ESD staff development
- Librarian of record services for districts without a librarian
- Technical assistance and support for librarians and library assistants

Courier Services

Lane ESD's courier services provide an efficient and secure method of moving materials between the ESD, districts and other buildings. This includes not only transporting media materials to and from schools, but also includes handling of inter- and intra-district mail between schools and other educational entities within Lane County.

The following basic services are available to all districts in Lane County:

- Secure student record delivery including confidential special education records
- Pick up and delivery of special equipment
- Courier service to school districts on an alternate day schedule

Additional services provided include:

- Daily mail sort and courier preparation for Eugene School District
- Daily courier service to Springfield School District EMC, and five Springfield school sites.

Over 12,000 pieces of large format mail are handled each month, 300 of which are confidential student records. This service saves districts and the in general and certified mailing costs.

Lane ESD's courier services transports materials to LBL ESD's electronic maintenance services.

Lane ESD
Description of 2004-05 Resolution Services

Other Resolution Services

Resolution 10—Administrative Services

This resolution includes mandated attendance/truancy services for districts with ADM < 1,000.

Also included are services administrative in nature for which district may choose to use flex dollars, such as:

- Attendance/truancy for districts with ADM > 1,000
- Business
- Superintendent
- Legal-Policy
- Lane Business Education Compact

Resolution 11—Special Education Services

Includes special education contracted services for which districts may choose to use flex dollars, such as:

- Direction Services
- Augmentative communication
- Autism Evaluation, Consultation (to supplement services provided by the Regional Program)
- Speech and Language
- Nursing
- Adjudicated youth
- Special Education Director
- Other consultation

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – December 9, 2003

- | | | |
|------------------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Jerry Miller called the regular board meeting to order at 6:05 p.m. Tuesday, December 9, 2003, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Ron Hitchcock, Carol Knobbe, Dave Standridge, Michelle Mantel, Sue Mathisen, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Eileen McCann, Laura Krenk</p> |
| 2. Recognition of
Staff and/or Public | 2 | <p>There was no staff or public recognition.</p> |
| 3. Introduction of
Guests | 3 | <p>Eileen McCann, director of the Lane Business Education Compact was introduced.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Agenda Review | 5 | <p>There were no changes to the agenda.</p> |
| 6. Action Items | 6A | <p>Consent Agenda
The following action items were included in the Consent Agenda approval:
(1) Approve Board minutes of October 28, 2003
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting October 28, 2003, as submitted.
(2) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated December 9, 2003 (revised).
(3) Adopt Policy Revision, JFCB/KGC/GBK—Tobacco-Free Environment
Revisions to Policy JFCB/KGC/GBK, Tobacco-Free Environment were submitted for a second reading and adoption.
BE IT RESOLVED that the Board of Directors of Lane ESD adopts revisions to Policy JFCB/KGC/GBK, Tobacco-Free Environment, as submitted.</p> <p>DIRECTOR KIMBALL 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 BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-015)</p> |
| | 6B | <p>Accept 2002-03 Financial Audit
The audit committee—Tom Huebner, Don Kimball, Dave Standridge, and Ron Hitchcock—met on December 8 with Mike Lewis and Forrest Arnold of Jones and Roth to review the 2002-03 audit. The audit was conducted and concluded with no findings. The auditors noted that a new financial reporting model was successfully implemented as required by the provisions of GASB for State and Local Governments.</p> |

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD acknowledges receipt of the Financial Statements and Supplementary Information for the year ended June 30, 2003. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-016)**

7. Discussion/
Reports

- 7A Program Report – Lane Business Education Compact
Eileen McCann, Executive Director of Lane Business Education Compact reviewed LBEC initiatives, including how LBEC provides support for the new graduation requirements.

The Lane Business Education Compact, established in 1997, is a not-for-profit organization which promotes partnerships between business, education and students in order to maximize resources and to foster success in the workplace. The Compact was designed to promote educational excellence, relevancy and expanded learning opportunities. The mission of the compact is to create and sustain a collaboration between Lane County employers and educators leading to the development of a high quality workforce for the 21st century.

Programs and service offered by LBEC include: rural partnership, summer educator internship, student work experiences, business mentor support, worksite tours, fundraising events, workplace readiness curriculum, culinary competition, career fair, and other support activities for schools and business. More information is available at the LBEC website, lbec.org.

- 7B Revisions to GAB-AR (2), Position Descriptions
For clarification purposes, a paragraph was added to the Position Description administrative rule, and was submitted to the Board for information. The following paragraph was added at the bottom of page 3-6.

"If the panel recommendation results in placement to a higher salary range, the change of status will be implemented retroactive to the submission date of the request. If the panel recommendation results in a placement to a lower salary range, the change of status will be effective July 1 of the new fiscal year."

- 7C Grants and Contracts Fund Review
A spreadsheet summarizing grants and contracts for the last four years was reviewed (official attachment). Board members expressed the desire to maintain flexibility when seeking grants while considering the direction of the ESD.

- 7D Proposed Lane County School Boards Meeting
The Board discussed hosting a joint Lane County school boards meeting. The Board selected Tuesday, January 27, prior to the regular Lane ESD Board meeting. Board chair, vice-chairs, and superintendents will be invited to the 5:30 to 7:15 meeting. Discussion questions will be prepared for the meeting.

8. Superintendent's
Report

- 8A Financial Report
The financial report for November 2003 was reviewed by business support services director Dave Standridge. The agency is currently under budget on expenditures due to the PERS rate savings. If Ballot Measure 30 does not pass, Lane ESD would experience a loss of over one million dollars.

- 8B 2004-05 Resolution Status
Superintendent Ron Hitchcock reported on the combined superintendent/special education director meeting on November 18. In response to district requests for options, four different resolution models will be presented to the same group on December 16 for input and recommendation.

- | | |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>8C Planning Meetings
The Lane ESD management team has selected January 29 and 30 for planning meetings. By that time, 2004-05 resolutions will have been submitted to local boards, and the management team will consider agency direction and long-term planning.</p> |
| <p>9. Information from Administrative Staff</p> | <p>9 Assistant superintendent Carol Knobbe reported that a question and answer document is being prepared regarding remote location pay. She also reported that clarification has been received from PERS regarding new rules about break in service.</p> <p>Business support services director Dave Standridge reported that Creswell School District has asked Lane ESD to provide interim business services.</p> <p>Technology and learning support services director Michelle Mantel reported that school improvement will meet with districts to better align services with district needs.</p> <p>Special education director Sue Mathisen commented that the county commissioners have approved the name change for the Court School to Martin Luther King Jr. Education Center. She also reported that options are being considered for a new Lane School site beginning in 2004-05.</p> |
| <p>10. Information from Board Chair</p> | <p>Chair Jerry Miller commented that Senator Ron Wyden recently visited Lane ESD to meet with Lane County school district representatives. Also, at this week's LCOG meeting, membership dues will be reviewed.</p> |
| <p>11. Board Member Presentations and Comments</p> | <p>11A Board Members
Director Duerst-Higgins expressed her appreciation for the support she received at the Oregon School Boards Association Annual Conference.</p> |
| <p>12. Announcement/Correspondence</p> | <p>12A Instructional technology specialist Lynn Lary has written an article titled "Handheld Computers and Speed Dating", published by New Century Schoolhouse.</p> |
| <p>13. Public Participation</p> | <p>13 There was no public participation.</p> |
| <p>14. Adjournment</p> | <p>14 The meeting was adjourned at 9:00 p.m.</p> <p>The next meeting of the Lane ESD Board of Directors will be on Tuesday, January 27, 2003, beginning at 6:00 p.m., at the ESD Center Building</p> |

Minutes approved:

1-27-04
(date) BJM *BJM*

Attachments to official minutes:

1. Amended Human Resources Report
2. Grants/Contracts Review

Jerry Miller
Jerry Miller, Chairperson

Ron Hitchcock
Ron Hitchcock, Superintendent-Clerk

HUMAN RESOURCES REPORT TO LANE ESD BOARD

December 2, 2003

REVISED 12/9/03

LICENSED STAFF (Action)

	Name	Position	Effective Date	Notes
<i>Appointments</i>	Roberta Darling	Speech/Language Therapist	1/5/04	Temporary through 12/04
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>				
<i>Change of Status</i>				

CLASSIFIED STAFF (Information)

	Name	Position	Effective Date	Notes
<i>Appointments</i>	Shaya Mooney Michele Northcutt	Educational Assistant Educational Assistant	10/29/03 11/10/03	
<i>Leaves of Absence</i>	Cindy Evans	Behavioral Assistant	2/1/04	Unpaid leave
<i>Discontinuation of Employment</i>	Shaun Cummings Erika Kronenberg	Educational Assistant Behavioral Assistant	10/30/03 10/29/03	Termination Resignation
<i>Change of Status</i>				

VACANCY NOTICES (Information)

Position	Closing Date	Notes
03031 – Speech/Language Therapist	Open until filled	Position filled
03034 – Teacher, Lane School	Open until filled	In process
03039 – Teacher, Life Skills	Open until filled	Position filled
03043 – Autism/Life Skills Consultant	Open until filled	In process
03070 – Teacher, Life Skills, Temporary	11/03/03	In process

Resolution Services	99-00			00-01			01-02			02-03		
	Levy \$	Grant \$	Fee \$	Levy \$	Grant \$	Fee \$	Levy \$	Grant \$	Fee \$	Levy \$	Grant \$	Fee \$
Technology												
Electronic maintenance / OPEN	147			100						633		178
OTIS	699			738			404					
Lane Net / Network	161			26			441					
Consulting				185								
Cash In Lieu	114			219			261			930		
Instructional Technology	94			77			97			88		
School Improvement							425					
General Education / CIM	387			347						176		
Career Education / CAM	24			33						131		
Safe & Healthy Schools										146		
Special Education												
Psychology Services	902			934			990			1074		
Speech / Hearing	10											
ED / BD / Lane School	928		22	951		75	1010		86	1044		107
Contingency / High Cost	2			173								
Life Skills	3679		460	3721		669	4361		851	5127		1150
Court School	72	32	73									
Direction Service	78			81			84			34		50
Support Services												
Attendance / Truancy	57			74			79			86		
Courier	90			87			98			88		
Media	521			535			527			441		

Contract / Agreement Services	99-00			00-01			01-02			02-03		
	Levy \$	Grant \$	Fee \$	Levy \$	Grant \$	Fee \$	Levy \$	Grant \$	Fee \$	Levy \$	Grant \$	Fee \$
(Technology)												
LaneNet Reserve	51				20		268	310		250		
OTIS		16	2851			2603			480			
Technology Services	153		16	100		31	38	3	51			
Tech Literacy Challenge					134							
(School Improvement)												
Migrant Education		101			110			119			122	
Peaceable Education		165			51							
Curriculum Dev / School Improv		139		17		151		61	43		72	16
Goals 2000 Science		199			11							
Goals 2000 Arts		89										
Eisenhower Math / Sci		63			51			45			36	
Prevention / Early Intervention		216			62			63			63	
Middle School Prevention					214			250			178	
Safe / Drug Free Schools		216			201			188			583	
Tobacco Prevention		64			35			49			66	
Reducing Alcohol Abuse											186	
21 st Century Community Centers		1134			1141			1219			379	
Systems of Support								38			69	
Teaching American History								8			248	
School-to-Career / CAM		27			30			9			76	
Perkins – Prof Tech Ed		326			236	57		190	135		316	
English Language Arts					11			283			16	
Learning in Deed					1			3				
Workforce Training – JTPA, WIA		57			392			461			408	
Youth Advisory Council					21							
McKinney Homeless											14	
Tech Teams											7	3

Contract / Agreement Services	99-00			00-01			01-02			02-03		
	Levy \$	Grant \$	Fee \$	Levy \$	Grant \$	Fee \$	Levy \$	Grant \$	Fee \$	Levy \$	Grant \$	Fee \$
(Special Education)												
Scar / Jasper Mtn		462			486			440			279	
Sp Ed Technology		17			18	36		53	21			14
Youth Transition – YTP		211			240			167			179	
Sp Ed Regional Program		6639			2534			2052			2338	
Sp Ed EI / ECSE					4591			5249			5981	
Alternative Assessment		7										
IDEA		29			10			8			6	
Juvenile Justice / Court School					29	180		189	73		185	61
(Support Services)												
Grant Assistance	349			120								
Continuing Ed Library			8			7		7				7
Planetarium			58		62		10					
Coop Purchasing			700			469			562			369
Production Services	129		126	80		139			142			152
2002-2003	Technology			School Improvement			Special Education			Support Services		
LEVY TOTAL	\$ 1,901,000			\$ 453,000			\$ 7,279,000			\$ 615,000		
GRANT / FEE TOTAL	\$ 178,000 (8.6%)			\$ 2,858,000 (86.3%)			\$10,350,000 (58.7%)			\$ 528,000 (46.2%)		
GRAND TOTAL	\$ 2,079,000 (8.6%)			\$ 3,311,000 (13.7%)			\$17,629,000 (73.0%)			\$ 1,143,000 (4.7%)		

Issues / Questions:

- Flow through funds to districts or sub contracts with other agencies. Is it the same strategy with resolution, grant, and fee dollars?
- Leveraging hard dollar match or fees from districts. How big of a “bang for the buck” is being created?
- Capacity / Program building within or without the ESD. Who is the beneficiary and who is responsible for sustainability?
- Aligning the goals and resources of the funding entity, the ESD’s, and the district’s. How well do they match?

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – October 28, 2003

Regular Meeting
Call to Order

- 1 Chairperson Jerry Miller called the regular board meeting to order at 6:00 p.m. Tuesday, October 28, 2003, in accordance with the agenda and public notice of the meeting.

Board Members present were: Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson; advisory member Chuck Forster. Administrative staff members present were Superintendent Ron Hitchcock, Carol Knobbe, Dave Standridge, Michelle Mantel, Sue Mathisen, and Barbara McBurnett, recording secretary.

Others attending were: Jackie Turle, Kim Black, Stephan Willow, Michael Todesko and John Arons

Recognition of Staff
and/or Public

- 3 Recently-hired school improvement manager Jackie Turle was introduced to the Board.

Public Participation

- 4 There was no public participation.

Agenda Review

- 5 There were no changes to the agenda.

Action Items

- 6A The following action items were included in the Consent Agenda approval:

(1) Approve Board minutes of September 23, 2003

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting September 23, 2003 as submitted.

(2) Accept Monthly Human Resources Report and Approve Personnel Recommendations (discontinuation of employment for behavioral assistant Erika Kronenberg was removed prior to action)

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated October 22, 2003, and approves personnel recommendations.

- Greg Gruener, Life Skills teacher, appointment 10/06/03

- Alyssa Sumich, Life Skills teacher, appointment 10/20/03

(3) Approve Grants/Contracts Awarded and Authorize Receipt of Funds

BE IT RESOLVED that the Board of Directors of Lane ESD approves the grants/contracts awarded report dated October 2003 and authorizes receipt of funds.

(4) Approve Board Member Attendance at OSBA Conference

Directors Berney, Duerst-Higgins, Huebner and Kimball plan to attend the Oregon School Boards Association Annual Conference. Again this year, there is no registration fee for attending the conference.

BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance of Joe Berney, Sherry Duerst-Higgins, Tom Huebner, and Don Kimball at the Oregon School Boards Annual Conference, November 14-16, in Portland.

DIRECTOR HUEBNER 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 BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 03-011)

- 6B Adopt Superintendent Goals (*official attachment*)
At the work session on September 29, Board members established goals for the superintendent for the 2003-04 year. The four goals, along with benchmarks for each goal, were submitted for approval.
DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts superintendent goals as submitted. Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-012)**
- 6C Accept 2002-03 Annual Report
In compliance with Oregon law, Lane ESD prepares and submits an annual report to the Oregon Department of Education. The annual report contains required information on resolution services, state mandates, contract services and a self-appraisal report.
DIRECTOR HUEBNER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the 2002-03 annual report and authorizes its submission to the Oregon Department of Education. Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-013)**
- 6D Approve Budget Committee Appointments
Eugene School District has appointed budget committee members representing zones for that district. Crow-Applegate-Lorane School District has appointed a board member for Zone 5.
- Anette Spickard (Zone 1, Position 1)
 - Mike Fox (Zone 2, Position 2)
 - Dean Livelybrooks (Zone 5, Position 5)
- One position remains vacant, position 8. The superintendent is seeking component district board members to fill the position.
DIRECTOR HOLMAN MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the appointment of Mike Fox, Anette Spickard, and Dean Livelybrooks as Lane ESD Budget Committee members. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-014)**
- 7A Program Report – Court School
Court School staff presented an overview of the program. The Court School program is for adjudicated youth, 12 to 18 years old, who have been unsuccessful in public school settings. Court School is operated cooperatively by Lane Community College, Department of Youth Services and Lane Education Service District and is located at the Juvenile Justice Center. It is funded through billing student home districts for student attendance, which is averaging 80%. Program services include:
- Lane ESD classroom; special education teacher Stephan Willow provides instruction for two age groups of students (most students are on an IEP). Lane ESD manager Kim Black supervises the Lane ESD portion of the program.
 - Lane Community College GED classroom; teacher Michael Todesko provides instruction for students 16 to 18 years old to assist them in acquiring their GED.
 - Department of Youth Services provides a school-to-work component. DYS Court School supervisor John Aarons discussed the collaborative efforts with local organizations to achieve this component.
- Court school students Natalie and Jeremy told about the positive impact the staff and program opportunities have had on their lives.

Discussion/Reports

	<p>7B First Reading, Revisions to Policy JFCB/KGC/GBK—Tobacco-Free Environment The Tobacco-Free Environment policy has been updated to reflect changes recommended by OSBA and is submitted for Board review prior to action at the December Board meeting.</p> <p>7C Oregon Beliefs and Values Superintendent Hitchcock attended the OSBA Oregon Beliefs and Values Workshop on October 9 in Salem. The Board received a report on the content of the workshop.</p> <p>7D Lane County School Boards Meeting At the goal setting session on September 30, there was discussion regarding hosting a meeting of Lane County School Boards. Some superintendents indicated they would like to present the idea to their boards; however, a potential date for the meeting needs to be determined as well as development of the agenda. The Board selected Tuesday, January 13, 2004, beginning at 5:30 p.m. as a tentative date for the meeting.</p>
Superintendent's Comments/Information	<p>8A Financial Report Dave Standridge, director of business support services, reviewed the financial report for September 2003. Since Lane ESD's budget was completed prior to the state's \$5.2B K-12 budget, projected revenue will be about 17.5% more than budgeted. The Board can expect budget amendments in February to address the situation.</p> <p>With the potential passage of the February ballot measure, there could be a possible reduction of \$1.9M in 2004-05.</p> <p>8B 2002-03 Audit Status Dave Standridge reported that field work for the 2002-03 financial audit is completed with no major findings. Two members of the Board are needed to serve on the audit committee with the superintendent and director of business support services. Directors Kimball and Huebner volunteered. The audit will be submitted to the board for approval at the December 9 Board meeting.</p> <p>8 Report on Lane County Superintendents' Council and Resolution Status The Lane County Superintendents met Tuesday, October 21. The superintendents and special education directors from all districts will meet together at the ESD on November 25th to discuss the delivery of special education services for 2004-05. Feedback from that meeting will be taken into account by the superintendents in making final recommendations for resolution services.</p>
Information from Administrative Staff	<p>9</p> <ul style="list-style-type: none"> • Carol Knobbe reported that Lane ESD employees may now use Blackboard services through the Lane ESD website to access employee information including the "Lane ESD Employee Guide". • Michelle Mantel reported that Lane Community College has requested information for Lane ESD to provide internet service for the college; a training CD is available for software used by Lane ESD; Lane ESD has received a \$27,000 Title III ELL grant.
Information from Board Chair	<p>10 Chair Miller reported that the next LCOG meeting will be hosted by the City of Oakridge.</p>
Board Member Presentations and Comments	<p>11 Director Duerst-Higgins commented that she appreciates the presentations by students at Board meetings.</p> <p>Advisory board member Chuck Forster commented that Lane Workforce Partnership will be the recipient of Federal Workforce Investment Act funds.</p>

Announcement/
Correspondence

12 Superintendent Hitchcock and Director Berney will attend the Leadership Summit 2003 on December 1. The summit focus is "Shaping Oregon's Future."

Adjournment

13 The meeting was adjourned at 8:10 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday, December 9, 2003, beginning at 6:00 p.m., at the ESD Center Building

Minutes approved:

12/03 BJM
(date) BJM

Attachments to official minutes:

1, Superintendent Goals

Jerry Miller
Jerry Miller, Chairperson

Ron Hitchcock
Ron Hitchcock, Superintendent-Clerk

Lane Education Service District

VISION: Lane ESD will provide the most unique and indispensable education programs in Lane County.

MISSION: Lane ESD is committed to working in partnership with schools, families, and communities to help students succeed.

SERVICE GOAL:	FINANCIAL GOAL:	HUMAN RESOURCE GOAL:	PATRON RELATIONS GOAL:
Build on existing structure to define and expand services to meet patron demands and government mandates	Develop revenues to meet desired service levels, instead of reducing services to match state funding	Cultivate a supportive climate, based on two-way communication, to attract & nurture high quality staff	Ensure that local district boards, administration and staff value their ESD relationships and services

BENCHMARKS:

- Expand/build on positive services
- Develop flexible resolution model
- Create student life skills support
- Train & meet at district sites
- Align resources with expectations
- Align board/dept./mgmt. goals
- Align services across departments
- Follow training with mentoring

BENCHMARKS:

- Develop agency-wide grant capacity
- Expand fee-for-service revenue
- Contain costs & expand services
- Meet, but not be driven by NCLB
- Restrict "flow through" funding
- Increase "share" of ODE grants
- Share departmental resources
- Share funds with outside partners

BENCHMARKS:

- Targeted, job-alike, in-service
- Develop employee incentives
- All-staff team building activities
- Adjust staff with natural attrition
- Board/Supt/Staff team building
- Share information & decisions
- Repair & improve internal relations
- Grow & replenish agency staff

BENCHMARKS:

- Define & exert educational leadership
- Interact & be visible with local boards
- Refine relationship with superintendents
- Increase awareness of ESD services
- Nurture relationship with district staffs
- Use press & media for positive publicity
- Utilize students to promote programs
- Ensure open, two-way communication

LANE EDUCATION SERVICE DISTRICT
1200 Highway 99N
Eugene, Oregon 97402

Office of the Superintendent
Tuesday • September 30, 2003
Minutes

LANE ESD BOARD OF DIRECTORS'
Work Session
Tuesday – September 30, 2003

Chairperson Jerry Miller called the work session to order at 5:35 p.m. Tuesday, September 23, 2003, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Ron Hitchcock and Barbara McBurnett, recording secretary.

Discussion

Superintendent goals were developed based on input from Board members at the goal setting work session on August 26, 2003. The four goals are:

Service Goal:

- Build on an existing structure to define and expand services to meet patron demands and government mandates.

Financial Goal

- Develop revenues to meet defined service levels, instead of reducing services to match state funding.

Human Resource Goal

- Cultivate a supportive climate, based on two-way communication, to attract and nurture high quality staff.

Patron Relations Goal

- Ensure that local district boards, administration and staff value their ESD relationships and services.

Evaluation

An evaluation tool for the superintendent will be developed based on the goals and objectives for the goals.

The work session was adjourned at 7:25 p.m.

Jerry Miller

Jerry Miller, Chairperson

Ron Hitchcock

Ron Hitchcock, Superintendent-Clerk

Minutes approved:

10-28-03 bjm
(date) bjm

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – September 23, 2003

- | | | |
|---------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Regular Meeting
Call to Order | 1 | <p>Chairperson Jerry Miller called the regular board meeting to order at 6:00 p.m. Tuesday, September 23, 2003, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Ron Hitchcock, Carol Knobbe, Dave Standridge, Michelle Mantel, Sue Mathisen, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Gary Ross and Laura Krenk</p> |
| Recognition of Staff
and/or Public | 3 | <p>There was no staff or public recognition.</p> |
| Public Participation | 4 | <p>There was no public participation.</p> |
| Agenda Review | 5 | <p>There were no changes to the agenda.</p> |
| Action Items | 6A | <p>The following action items were included in the Consent Agenda approval:</p> <p>(1) Approve Board minutes of August 26, 2003
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting August 26, 2003, as submitted.</p> <p>(2) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated September 16, 2003.</p> <p>(3) Adopt New Policy EGACA, Cellular Telephones
New policy EGACA, Cellular Telephones was submitted for a second reading.
BE IT RESOLVED that the Board of Directors of Lane ESD adopts new policy EGACA, Cellular Telephones.</p> <p>DIRECTOR KIMBALL 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 BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-010)</p> |
| Discussion/ Reports | 7A | <p>Media Services Client Survey
Media services manager Gary Ross reviewed the media services client survey conducted by Withcombe Scotten & Associates in May 2003. The return rate was 52.23%. A courier survey was conducted 2003 with a return rate of 65.7%.</p> <p>Some highlights of the surveys include:</p> <ul style="list-style-type: none">• Users in both surveys reported that the services are valuable, rated services high in quality and view the two services as co-dependent. |

- Although a large number of titles have been added in the area of math and science in the last two years, many users thought the collection was dated.
- DVD adoption will be slow until DVD players are available to teachers in classrooms.

Next steps include:

- Lists are being prepared of new material to send directly to content area teachers.
- Provide targeted training on video streaming, especially in math and science.
- Continue to work on correlation of the media collection to state standards, focusing on target areas for annual yearly progress.
- Identify a strategy to fund placement of DVD players into district classrooms.

7B Budget Committee Membership Review

For the 2004-05 budget cycle, the Board needs to appoint component district budget committee members. The three-year terms that expired or are vacant are:

- Zone 2, Position 2 (South Eugene—formerly Mike Fox)
- Zone 5, Position 5 (Pleasant Hill, Creswell, South Lane, CAL, McKenzie, Lowell, Oakridge, Marcola—formerly Tom Lininger)
- At-large, Position 8 (Vacant)

The Board directed the superintendent to seek budget committee members to fill the vacancies.

7C EGACA—AR, Cellular Telephones

The administrative rule for use of cellular telephones was submitted to the Board for information.

7D Goals and Action Plans

Board members reviewed a summary of the superintendent goal setting session. The next step was to set a date to meet for a second work session to discuss, refine, and formalize those goals.

The Board set the work session for Tuesday, September 30, at 5:30 p.m.

Superintendent's Report

8A Financial Report

The financial report for August 2003 was reviewed by Dave Standridge, director of business support services. Based on the State's \$5.2b biennial K-12 budget, Lane ESD's projected revenue will be more than budgeted.

8B Program Reports to the Board

The board will receive the following reports during the 2003-04 year:

- October 28 – Court School
- December 9 – Lane Business Education Compact
- January 20 – Life Skills Grant
- February 24 – School Improvement
- March 16 – Technology
- April 27 – School Improvement
- May 25 – Lane School
- June 15 -- Facilities

8C Report on Lane County Superintendents' Council

The Lane County superintendents met on Thursday, September 18, in an all-day meeting to discuss the resolution process. All 16 Lane County superintendents attended the meeting.

At the meeting, superintendents established desired outcomes, identified a streamlined process, and determined process agreements. The superintendent will meet with each district to identify needs.

STEPS:

1. Develop a list of all districts' service needs and boundaries.
2. Superintendents prioritize their district's needs from the list of services
3. ESD develops a cost projection for providing each of the services
4. ESD meets with each district team to collect & understand their list and needs
5. ESD creates a summarized proposal that incorporates all districts' issues
6. Superintendent council meets to discuss and refine the ESD proposal

Information from
Administrative Staff

- 9 Michelle Mantel reported that Jackie Turle, newly hired school improvement manager, will begin on Monday, September 29.

Dave Standridge reported that the 2002-03 audit is wrapping up, and board members will receive a report at the next meeting.

Information from
Board Chair

- 10 Chair Miller reported that he and Superintendent Hitchcock will attend a Lane Community College strategic planning meeting on November 12. All Lane County superintendents and board chairs are also invited to attend the meeting.

Board Member
Presentations and
Comments

- 11 Director Duerst-Higgins reported that OSBA has promoted Kevin McCann to the position of Executive Director. He will replace current Executive Director Chris Dudley who will be retiring.

Director Kimball reported that he attended the OSBA Collective Bargaining Workshop on September 19.

Announcement/
Correspondence

- 12 The Oregon Schools Boards Association Annual Conference is November 14-16 in Portland. Directors Duerst-Higgins, Kimball, Berney, and Huebner indicated they plan attend.

Adjournment

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

The next meeting of the Lane ESD Board of Directors will be on Tuesday, October 28, 2003, beginning at 6:00 p.m., at the ESD Center Building

Minutes approved:

10-28-03 BJM
(date) BJM

Attachments to official minutes:

1, Media Services Survey Summary

Jerry Miller
Jerry Miller, Chairperson

Ron Hitchcock
Ron Hitchcock, Superintendent-Clerk

Lane Education Service District
Media Services
2002-2003 Client Survey

Executive Summary

June 2003

data collection and report provided by
Withycombe Scotten & Associates
Portland, Oregon

Executive Summary

2002-2003 Media Services Client Survey

- The primary purpose of the client survey was to collect feedback to support ongoing program improvement. The secondary purposes were to assess interest in potential service changes and to solicit feedback from participants in the video streaming pilot program.
- Questionnaires were sent to a random sample of the Lane County educators who had checked out at least one item in the 2002-2003 school year. The overall response rate was 52.23% (164 of 314).
- A significant majority of all respondents (154, 93.90%) indicated that, overall, they are very pleased with the ESD media services.
- The majority of respondents (124, 75.61%) indicated that the ESD has a good selection of materials in their area.
- The majority of respondents (116, 70.73%) indicated that the ESD media selection helps them meet the state curriculum standards.
- A significant majority (156, 95.12%) indicated that the materials they order arrive in good condition.
- The majority of respondents (110, 67.07%) reported sharing the materials they check out with other teachers in their buildings, indicating that checkout records do not accurately reflect the actual level of use of ESD Media Services materials. Elementary teachers were more likely to report sharing (80.44%) than secondary teachers (50.00%).
- Respondents were asked which of three possible initiatives they would undertake if they were responsible for Media Services.
 - Indexing the collection by the state standards received the most support.
 - More than a third of respondents would support electronic delivery of materials.
 - Purchasing fewer videos and more DVDs received the least support. Marginal notes clearly suggest the issue is the lack of DVD players in many schools.
- Respondents were asked, "What do you appreciate most about the ESD's Media Services?" They expressed appreciation for: the friendly, helpful booking staff; the timely delivery of materials; having multiple ways to order materials; being able to order online; the variety of materials available; and the use of the materials to vary teaching, expand content or meet standards.
- Respondents were asked, "Is there anything we can do to serve you better?" They offered suggestions related to: expanding and updating the collection; providing assistance with the online ordering system; reinstating or expanding training opportunities; providing more frequent delivery; offering a longer checkout period; and providing multiple copies of high-use materials.
- Fifty-two respondents indicated their schools were participating in the video streaming pilot project. Twelve (23.07%) reported using it in their instruction. The most common barriers identified by those who had not used it were the need for more training and lack of access to the necessary equipment.

Full report available from Lane Education Service District Media Services. To receive the report please contact Gary Ross, Manager Media Services at 541.461.8235 or email at gross@lane.k12.or.us

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – August 26, 2003

Work Session

Chairperson Jerry Miller called the work session to order at 5:30 p.m. for the purpose of establishing goals for the superintendent. Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Superintendent Ron Hitchcock and Barbara McBurnett, recording secretary, were also in attendance.

Superintendent Hitchcock will develop goals for the year based on input from Board members.

The work session was adjourned at 7:25 p.m.

1. Regular Meeting
Call to Order

1 Chairperson Jerry Miller called the regular board meeting to order at 7:40 p.m. Tuesday, August 26, 2003, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Ron Hitchcock, Carol Knobbe, Dave Standridge, Michelle Mantel, Sue Mathisen, and Barbara McBurnett, recording secretary.

Others attending were: Jeri Ingallinero, Gene O'Neil, James Sundell, Paul Weill.

Oath of Office

Michelle Holman, re-elected in the May 20 election, was administered the Oath of Office by Chair Jerry Miller.

2. Recognition of
Staff and/or Public

2 There was no staff or public recognition.

3. Introduction of
Guests

3 OEA representative James Sundell was introduced.

4. Public Participation

4 There was no public participation.

5. Agenda Review

5 There were no changes to the agenda.

6.. Action Items

6A The following action items were included in the Consent Agenda approval:

(1) Approve Board minutes of June 24, 2003

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting June 24, 2003, as submitted.

(2) Approve Board minutes of July 15, 2003

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting July 15, 2003, as submitted.

(3) Approve Grants/Contracts Awarded and Authorize Receipt of Funds

BE IT RESOLVED that the Board of Directors of Lane ESD approves the Grants/Contracts Awarded dated August 2003 and authorizes receipt of funds.

(4) Approve Facsimile Signature for Superintendent

OSBA recommends this action when a facsimile of the superintendent's signature is used. In the future, this item will appear with action items at the organizational meeting in July.

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the use of a facsimile signature for the superintendent.

(5) Approve Budget Committee Calendar (*official attachment*)

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the 2003-04 budget committee as submitted.

DIRECTOR KIMBALL 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 BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-006)**

6B Accept Human Resources Report and Approve Personnel Recommendations (*official attachment*)

The Human Resources Report was presented to the Board for approval.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the Human Resources Report and personnel recommendations as presented. Director Kimball seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-007)**

6C Approve Assistant Superintendent Salary for 2003-04, and Contract Extension (*official attachment*)

Board members were provided comparative information regarding other ESD assistant and deputy superintendent salaries and benefits, as well as a recommendation.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the assistant superintendent salary for 2003-04 and contract extension. Director Kimball seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-008)**

6D Approve Renewal of Health Insurance Contract (*official attachment*)

The Lane ESD benefits committee, working with Delmer Johnson of Willis, reviews quotes for medical/vision insurance coverage. The committee reviewed four insurance carrier options and recommended that the ESD maintain medical/vision insurance through HealthNet. The committee also recommended that a choice of two plans continue to be provided (HMO & PPO). This allows employees the option of lower out-of-pocket premium expense.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves extension of the health insurance contract with HealthNet for the 2003-04 year. Director Berney seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-009)**

7. Discussion/
Reports

7A Former school improvement manager Paul Weill presented information on program and grant activities and services of school improvement staff.

These services are designed around a comprehensive strategy to assist schools in their efforts to successfully care for and educate their students. This strategy has three components: getting students ready to learn, teaching students academic content, and helping students to make connections to post-high school opportunities. Staff and services are organized into three areas:

- Safe and Healthy Schools/Prevention
- General Education/CIM Enhancement
- Career Learning and CAM Development

7B Grievance Hearing (*official attachment*)
Chair Miller opened the grievance hearing at 8:45 p.m.

OEA representative James Sundell presented the Association's position regarding the reduction of Program Assistant Shirley Marchbank's position from a 12-month position to a 10-month position. This is Step 4 of the grievance procedure as stated in the Grievance Procedure Policy GBM.

The Board will respond to the Association's position within five days.

The grievance hearing was adjourned at 9:00 p.m.

8. Superintendent's Report

8A Director of business support services Dave Standridge reviewed the pre-audit financial report for June 2003. Jones & Roth auditors are have begun work on the audit; however, Dave does not expect changes.

8B Superintendent Hitchcock reported that Lane County superintendents decided that their next meeting on September 18 would be an all day meeting to review the resolution process.

9. Information from Board Chair

9 Chair Miller requested that future agendas allow for each Board member to comment.

10. Information from Administrative Staff

10 Carol Knobbe commended Del Johnson of Willis in negotiating the extension of the health/vision insurance contract with HealthNet.

Michelle Mantel report that Jackie Turle has been hired as the school improvement manager; the Media Services Client Survey report was distributed to Board members; network service technicians have been continuing the process of infrastructure upgrade and conversion to XP operating system.

Sue Mathisen reported that the Life Skills Education Program secured a Special Education Improvement Grant from ODE, "Tying Statewide Assessments to Individual Education Plans". This grant will be implemented with our life skills teachers this fall.

11. Board Member Presentations and Comments

11A Committee and Liaison Reports:

LCOG—Director Miller reported that the LCOG Board July meeting included goal setting for the executive director.

OSBA—Director Duerst-Higgins reported that OSBA has begun the proces for replacing the organization's executive director. An internal candidate is being considered.

11B Reports from Advisory Board Members

Superintendent Hitchcock commented that Chuck Forster will be attending ESD Board meetings every other month.

12. Announcements/
Correspondence

12A OSBA Fall Regional Meeting is September 18 at Lane ESD.

12B Board members viewed "Passage—A Dog's Journey West with Lewis and Clark". The book was written by Lane ESD specialist Robert Young and illustrated by Danielle Wenke, daughter of Lane ESD employee Jeri Ingallinero.

12C A letter from Denise Gudger (Eugene School District) expressing appreciation to Kristin Gunson was reviewed.

13. Public
Participation

13 There was no public participation.

14. Adjournment

14 The meeting was adjourned at 9:45 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday, September 23, 2003, beginning at 6:00 p.m., at the ESD Center Building

15. Executive
Session

Chair Miller called the Executive Session to order at 9:45 p.m. under authority of ORS 192.660(1)(2) negotiations. Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Superintendent Ron Hitchcock and Barbara McBurnett, recording secretary, were also in attendance.

Minutes approved:

9-23-03 BJM
(date) BJM

Attachments to official minutes:

1. Budget Committee Calendar
2. Human Resources Report
3. Assistant Superintendent Contract
4. Benefits Committee Report
5. LCEA Grievance Information

Jerry Miller
Jerry Miller, Chairperson

Ron Hitchcock
Ron Hitchcock, Superintendent-Clerk

LANE EDUCATION SERVICE DISTRICT

Ron Hitchcock, Superintendent
David Standridge, Budget Officer
1200 Highway 99 North
Eugene, OR 97402

**ADOPTED:
BUDGET CALENDAR
BUDGET YEAR 2004-05**

August 26, 2003	SCHOOL BOARD MEETING. Adopt 2004-2005 budget calendar.
September 23, 2003	SCHOOL BOARD MEETING. Appoint persons to fill vacant budget committee positions. <i>LESD Policy DBEA</i>
April 13, 2004	Publish first NOTICE OF BUDGET COMMITTEE MEETING. <i>ORS 294.401</i>
April 27, 2004	Earliest date that a proposed budget document may be released to the budget committee members and, therefore, the general public. <i>ORS 294.401</i>
April 27, 2004	Publish NOTICE OF BUDGET COMMITTEE MEETING a second time. <i>ORS 294.401(4)</i>
May 4, 2004	FIRST MEETING OF THE BUDGET COMMITTEE. Presentation of the budget message by the executive officer and the budget document by the budget officer. Other meeting dates if necessary, May 11 and May 18.
May 18, 2004	Target date for approval of budget by budget committee.
June 3, 2004	Publish NOTICE OF BUDGET HEARING (ED 1), FINANCIAL SUMMARY (ED 2), and FUND SUMMARIES (ED 3) (not more than 25 days nor less than 5 days prior to hearing). <i>ORS 294.421</i>
June 22, 2004	PUBLIC HEARING ON THE BUDGET, as approved by the budget committee, shall be conducted by no less than a quorum of the board.
June 22, 2004	SCHOOL BOARD MEETING. Enact resolutions adopting the budget, making the appropriations, and categorizing and declaring the tax levy. At the time the budget is adopted, the total expenditures in any fund may be increased up to ten (10) percent of \$5,000, whichever is greater, provided that the tax levy approved by the budget committee is not increased. <i>ORS 294.435 and OAR 150-294.435.</i>
July 15, 2004	Deadline to certify the tax levy to the county assessor.

HUMAN RESOURCES REPORT TO LANE ESD BOARD

August 25, 2003

LICENSED STAFF (Action)

	Name	Position	Effective Date	Notes
<i>Appointments</i>	Rachelle Depner	Teacher, Lane School	8/27/03	
<i>Leaves of Absence</i>	Scott Thames	Teacher, Life Skills	8/27/03	FMLA
<i>Discontinuation of Employment</i>	Valda Fields	Autism Consultant	7/28/03	Resignation
<i>Change of Status</i>				

ADMINISTRATIVE STAFF (Information)

	Name	Position	Effective Date	Notes
<i>Appointments</i>	Jackie Turle	Manager, School Improvement	8/27/03	
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>				
<i>Change of Status</i>				

CLASSIFIED STAFF (Information)

	Name	Position	Effective Date	Notes
<i>Appointments</i>	Norma Allensworth	Program Assistant	8/11/03	Special Education
	Donna Bowles	Educational Assistant	8/27/03	
	Shaun Cummings	Educational Assistant	8/27/03	
	Angela Hansen	Educational Assistant	8/27/03	
	Kimberly Hatfield	Educational Assistant	8/27/03	
	Robert Jacobs	Educational Assistant	8/27/03	
	Kirsten Jorstad	Educational Assistant	8/27/03	
	Maylou Lewis	Educational Assistant	8/27/03	
	Gosia Nitka-Cox	Educational Assistant	8/27/03	
	Katrina Ritchey	Educational Assistant	8/27/03	
	Joy Shain	Child Development Specialist	8/27/03	

	James Sullivan Ben Welch Mary Wolf	Educational Assistant Educational Assistant Educational Assistant	8/27/03 8/27/03 8/27/03	
<i>Leaves of Absence</i>	Melanie Bamforth Patricia Cummings David DeBlaker Lori Dotson	Behavioral Assistant Educational Assistant Behavioral Assistant Behavioral Assistant	8/27/03 8/6/03 9/2/03 8/27/03	FMLA FMLA FMLA FMLA
<i>Discontinuation of Employment</i>	Dana Miller Pamela Pomerleau Vivie Popplewell	Educational Assistant Program Assistant Educational Assistant	7/22/03 8/21/03 8/21/03	Resignation Resignation Resignation
<i>Change of Status</i>	Virginia Dalton Heather Henderson Grace Primus-Wagner	Educational Assistant Educational Assistant Educational Assistant	8/27/03 8/27/03 8/27/03	From EA to BA From 3.5 to 6 hr From EA to BA

VACANCY NOTICES (Information)

Position	Closing Date	Notes
03017-22 – Educational Assistant, 6 hr	06/02/2003	Positions filled
03025-29 – Educational Assistant, 3.5 hr	06/02/2003	Positions filled
03031 – Speech/Language Therapist	06/16/2003	In process
03032 – Teacher, Lane School Program	Open until filled	Position filled
03034 – Teacher, Lane School Program	Open until filled	In process
03039 – Teacher, Life Skills	Open until filled	In process
03040 – Program Assistant, Special Education	07/10/2003	Position filled
03041 – Child Development Specialist	08/01/2003	Position filled
03042 – Manager, School Improvement	08/06/2003	Position filled
03043 – Autism/Life Skills Consultant	08/19/2003	In process
03044-47 – Educational Assistant, 6 hr	06/02/2003	Positions filled
03048 – Program Assistant, School Improvement	08/25/2003	In process
03049 – Educational Assistant, 3.5 hr, Siuslaw	08/29/2003	In process

August 8, 2003

TO: Lane ESD Board
LCEA

FROM: Benefits Committee

RE: Benefits Recommendation for 2003-04

The Benefits Committee working with Delmer Johnson of Willis reviewed quotations for medical/vision insurance and dental insurance.

The increase for Oregon Dental Service will be 4% to the composite group rate. You may recall that when we renewed with ODS last year there was no increase in premium. The committee recommends continued coverage through Oregon Dental Service.

The committee reviewed four insurance carrier options. These were Health Net, PacificSource, Providence, and OSBA. The committee is recommending that the ESD maintain medical insurance through Health Net. The committee also recommends that a choice of two plans continue to be provided (HMO & PPO). This allows employees the option of lower out of pocket premiums, if desired, by choosing a plan with lesser benefits.

The committee made two adjustments to the plan to reduce the overall premium and out of pocket premium expense for employees. First, the co-pay has and maximum out of pocket have been increased from \$15.00 to \$20.00 out of pocket with 2,500/7,500 max out of pocket for the HMO plan and 2,000/6,000 max out of pocket for the PPO plan. Second, the claims eligible for pooling will be raised from \$50,000 to \$100,000. This second adjustment will have no effect on services, but may have some minimal effect on next year's renewal. Below is the specific rate information for the plan options.

HMO

The HMO renewal represents an increase of 8.36% over our current premium. Employees choosing this plan would contribute \$16.88 toward the cost of insurance premiums.

PPO

The PPO renewal represents an 6.54% increase from our current premium. Employees choosing this plan would contribute \$58.97 toward the cost of insurance premiums.

Health Net provides the option for up to 10% of employees to opt out of the plan if they show proof of other group coverage. An employee opting out of coverage would be provided a district paid TSA for \$175.00 per month. Any savings accrued would be used to offset plan increases next year.

It should be noted that the out of pocket premium expense for employees was slightly reduced by the savings accrued by employees opting out of group coverage.

Step 4, Grievance Presentation August 26, 2003

Shirley Marchbanks, Lane County EA/OEA/NEA

v.

Lane Education Service District

Good evening. Thank you for honoring the Associations request to present our view related to this Layoff/Recall grievance.

I believe that each of you have the necessary documentation provided in your Board packet. I don't believe in adding to your document collection unnecessarily.

- I. I would like to share the Association's views,
- II. Provide an illustration for your consideration,
- III. Review why it is important for you to consider this issue, and
- IV. Answer any of your questions.

It is my understanding that the Board will render its decision, in writing, within five working days following the close of this hearing.

This policy is unreasonable, aversive and unfair.

Unreasonable because as currently written an employee could be reduced several times under 20% but the accumulative effect would result in a reduction of more than 20% without triggering a "bump" opportunity. Example: an employee could be reduced 10% three different times for an accumulative effect of a 27% reduction, ($260 - 26 = 234$, $234 - 23 = 211$, $211 - 21 = 190$, $190/260 = 73\%$), without triggering an official "Layoff" or "Bumping", this situation is clearly not addressed in the policy. Nor is there any reference to time frames between reductions in the policy.

Unfair, especially for senior 12 month employees with over 15 yrs. service who have attained the 22 day vacation level, in that the policy doesn't consider the economic impact of losing nearly a month of paid vacation for any reduction below being a full-time 260 day employee. As currently

written an employee could be reduced from 260 days to 250 days, lose all their vacation time, lose ten days pay plus have to actually work 250 days instead of the net 228 days they were working when they were 260 days less 22 vacation days and 10 holidays. The district would actually gain 12 workdays by reducing the employee 10 contract days.

Vacation days are not proportional to contract days, they are a function of longevity, with 15 yrs. of service earning 22 days paid vacation annually. Being reduced even one contract day means the loss of all vacation time; this situation is clearly not addressed in the policy.

The policy does consider one area that is not proportional to contract days, Health Benefits; I believe that if vacation days had been considered it would have been addressed in the policy.

Aversive, in that of the seven employees reduced in this manner in the past year, four retired rather than accept the harsh impact of the reduction and losing their annual vacation time, without being able to "bump" less senior employees. I believe this policy is discriminatory towards senior employees who have over 15 yrs. service and possibly exposes ESD to age discrimination action.

Management asserts that this policy in some way was developed with the support/negotiation/consultation/input of LCEA. None of the current LCEA leadership remembers anything except being informed/told that this was the new layoff policy.

We assert that the full-time program asst. position has been lost and replaced by a 10-month position and that Shirley should be allowed to bump into a different fulltime position, and/or be placed on the Recall list.

The Association also would assert that the Lane Educational Service District did not honor its duty to enter into bargaining when the Association issued a Demand to Bargain over the decision and the impact of the decision to unilaterally change Ms. Marchbanks working conditions, and those similarly situated, without fully bargaining those changes.

Layoff/Recall - Classified Code: GDPA

A layoff means the reduction of an employee's;

1. Annual hours of assigned work by more than 20 percent (%) or,
2. A reduction that would be below the level required to qualify for medical insurance benefits.

Shirley Marchbanks, 2002-2003

260 Day Employee

Days	Holidays	Vacation	Work days	Hours/day	Annual hours of assigned work
260	10	22	250	8	2000

2003-2004

210 Day Employee

Days	Holidays	Vacation	Work days	Hours/day	Annual hours of assigned work
210	6	0	204	8	1632

					Actual Annual hours of assigned work lost
Lost	50	4	22	46	576
%	19.23%	40.0%	100%	18.40%	28.80%

ACTUAL REDUCED ANNUAL HOURS OF ASSIGNED WORK LOST THROUGH LAYOFF	576
PERCENTAGE OF REDUCTION OF ANNUAL HOURS LOST THROUGH LAYOFF	28.80%

****The total impact of the Layoff imposed on Shirley Marchbanks for 2003-2004 entitles her to "bumping" rights and/or Recall rights under LESD Policy Code: GDPA***

****This also means that the District did not fulfill its obligation to bargain the impact of this change in working conditions as it impacts all similarly situated employees.***

243.698 Expedited bargaining process; notice; implementation of proposed changes.

(1) When the employer is obligated to bargain over employment relations during the term of a collective bargaining agreement and the exclusive representative demands to bargain, the bargaining may not, without the consent of both parties and provided the parties have negotiated in good faith, continue past 90 calendar days after the date the notification specified in subsection (2) of this section is received.

(2) The employer shall notify the exclusive representative in writing of anticipated changes that impose a duty to bargain.

(3) Within 14 calendar days after the employer's notification of anticipated changes specified in subsection (2) of this section is sent, the exclusive representative may file a demand to bargain. If a demand to bargain is not filed within 14 days of the notice, the exclusive representative waives its right to bargain over the change or the impact of the change identified in the notice.

(4) The expedited bargaining process shall cease 90 calendar days after the written notice described in subsection (2) of this section is sent, and the employer may implement the proposed changes without further obligations to bargain. At any time during the 90-day period, the parties jointly may agree to mediation, but that mediation shall not continue past the 90-day period from the date the notification specified in subsection (2) of this section is sent. Neither party may seek binding arbitration during the 90-day period.

[1995 c.286 §13]

Note: 243.698 was added to and made a part of 243.650 to 243.782 by legislative action but was not added to any smaller series therein. See Preface to Oregon Revised Statutes for further explanation.

243.702 Renegotiation of invalid provisions in agreements. (1) In the event any words or sections of a collective bargaining agreement are declared to be invalid by any court of competent jurisdiction, by ruling by the Employment Relations Board, by statute or constitutional amendment or by inability of the employer or the employees to perform to the terms of the agreement, then upon request by either party the invalid words or sections of the collective bargaining agreement shall be reopened for negotiation.

(2) Renegotiation of a collective bargaining agreement pursuant to this section is subject to ORS 243.698. [1973 c.536 §11; 1995 c.286 §4]

August 13, 2003

Lane ESD Board of Directors
Lane Education Service District
1200 Hwy 99N
PO Box 2680
Eugene, Oregon 97402-0374

Dear Chair Person,

On behalf of Shirley Marchbanks , and The Lane County Education Association, we are grieving the District's policy of changing an employee's status from Fulltime: 12 months, (260 day contract with 22 paid vacation days and 10 paid holidays) to Fulltime: 10 months, (210 day contract with no paid vacation days and 6 paid holidays), without initiating a layoff and allowing "Bumping" rights.

Attached please find LCEA's Grievance to the Superintendent dated 6/19/03 and the Superintendent's response dated 6/25/03.

LCEA believes that the current Policy language, contained in Layoff/Recall - Classified - GDPA, "A layoff means the reduction of an employee's annual hours of assigned work by more than 20 percent or a reduction that would be below the level required to qualify for medical benefits" is incomplete, unreasonable, adverse, unfair, and discriminatory, especially to senior 12 month classified employees.

Management asserts that this policy in some way was developed with the support, negotiation, consultation, or input of LCEA. None of the current LCEA leadership remembers having input into this policy, only being informed that this was the new layoff policy. Requested documentation of management's assertion hasn't been provided to date.

1. Incomplete: The policy, nor the Superintendent's response, address the value of lost vacation days for any 12 month employee who's work schedule is reduced. Neither of the Superintendent's response attachments lists any value for vacation days earned or lost. Vacation days are not proportional to contract days, they are a function of longevity, with 15 yrs. of service earning 22 days paid vacation annually. An employee reduced even one contract day would lose all vacation time. I believe that the impact of lost vacation days was overlooked in the drafting of this policy.

However, the policy does consider one area that is not proportional to contract days, Health Benefits, we believe that if vacation days had been considered it would have been addressed in the policy also.

2. Unreasonable: The policy as written is unreasonable because an employee could be reduced several times under the current 20% layoff trigger, but the accumulative effect would result in a reduction of more than 20% without triggering a "bump" opportunity. Example: an employee could be reduced 10% three different times for an accumulative effect of a 27% reduction, ($260 - 26 = 234$, $234 - 23 = 211$, $211 - 21 = 190$, $190/260 = 73\%$), without triggering an official "Layoff" or "Bumping", nor is there any reference to time frames between reductions in the policy.

3. Adverse: The policy as written is adverse in that it unduly effects 12 month employees, the only category of employees that earn vacation time. Seven employees were reduced in this manner in the past year, four retired rather than accept the harsh impact of the reduction and losing their annual vacation time, without being able to "bump" less senior employees. I believe this policy discriminates against senior employees who have over 15 yrs. of service and possibly exposes ESD to an age discrimination action.

4. Unfair: The policy as currently written is unfair, especially for senior 12 month employees with over 15 yrs. service who have attained the 22 day vacation level, in that the policy doesn't consider the economic impact of losing nearly a month of paid vacation for any reduction below being a full-time 260 day employee. An employee could be reduced from 260 days to 250 days, lose all their vacation time, lose ten days pay plus have to actually work 250 days instead of the net 238 days they were working when they were 260 days less 22 vacation days. The district would gain 12 actual work days by reducing the employee 10 contract days.

Assigning value to lost vacation days: If vacation days were assigned proportional to contract days then there wouldn't be any additional impact beyond the lost contract days, which would leave Shirley with $(210/260) = 0.81 \times 22 \text{ days} = 17.8 \text{ vacation days}$. However, because vacation days are a function of longevity and only available to 12 month employees, Shirley loses all her vacation days. Please see attachment A for the detail on computing the economic difference to Shirley of losing her 22 vacation days and 4 holidays. This represents an additional 7% loss.

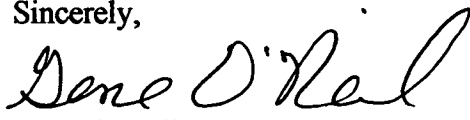
Total economic impact of reduction from 260 days to 210 days: The reduction in contract days is 19%. The loss of her 22 vacation days and 4 holidays is an additional 7%. The total economic impact on Shirley in this situation is 26%.

Past Practice: Management asserts that Shirley's reduction was generated by a reduction in program needs. However, over the past few years, within the Special Ed. program as student contact time and State funding have been reduced ESD has continued to employ senior 8 hr. EA's while only hiring 7 hr. and 6 hr. EA's as new hires. If management were to be consistent with their claim of reductions impacting programs and positions not people, then the 8hr. EA's would have been reduced long ago.

Remedy: Though the Superintendent applied the layoff policy as written, we submit that the policy is flawed and needs to be corrected. Shirley Marchbanks' reduction should be considered a layoff and she should be allowed to bump into a different 12 month position for which she is qualified.

Goal: Our initial desire is that you make Shirley Marchbanks, and all similarly situated employees whole again. However we also believe that the Layoff/Recall - Classified - GDPA needs to be rewritten to cover the above situations.

Sincerely,

A handwritten signature in cursive script that reads "Gene O'Neil". The signature is fluid and stylized, with the first and last names being clearly legible.

Gene O'Neil, LCEA President

Cc: James Sundell, UniServ Consultant
Lynn Larry, LCEA Past, Co-President
Jeri Ingallinaro, LCEA Past, Co-President

Attachment A of S. M. Grievance dated 8/13/03

Shirley Marchbanks: Status change from 260 days to 210 days

Assigning value to lost vacation days and holidays:

260 day Contract:

annual gross = \$31620

260 days - 22 vacation days - 10 holidays = 228 actual work days a year.

228 days/yr x 8 hrs/day = 1824 hrs./yr (256 hrs. paid time off)

\$31620 / 1824 hrs. = \$17.34 effective hourly earnings per actual days worked.

210 day contract:

annual gross = \$26350

210 days - 6 holidays = 204 actual work days a year.

204 days/yr x 8 hrs/day = 1632 hrs./yr (48 hrs. paid time off)

\$26350 / 1632 hrs. = \$ 16.15 effective hourly earnings per actual days worked.

Effective Proposed Reduction:

\$16.15/17.34 = 93%

or a 7% additional loss due to lost vacation and holidays

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – July 15, 2003

1. Regular Meeting
Call to Order

1 Chairperson Joe Berney called the regular board meeting to order at 7:05 p.m. Tuesday, July 15, 2003, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Ron Hitchcock, Dave Standridge, Sue Mathisen, Michelle Mantel and Barbara McBurnett, recording secretary.

Others attending were: Gene Heinley and Debbie Eisert

Oath of Office

Three of the four Board members re-elected in the May 20 election—Joe Berney, Sherry Duest-Higgins, and Jim Swanson—were administered the Oath of Office by Vice-Chair Jerry Miller. Michelle Holman was absent was will be administered the Oath of Office at the August 26, 2003, board meeting.

1A Organization of the Board for 2003-04 includes election of officers.

Election of Chair

Chair pro-tem Joe Berney opened the floor for nominations for Board Chair for 2003-04.

Director Huebner nominated Jerry Miller. Director Swanson moved that nominations be closed. There being no other nominations, a unanimous ballot was cast to elect Jerry Miller Chair of the Lane ESD Board for 2003-04. Jerry Miller was declared elected as Chair of the Lane ESD Board for 2003-04. **(ESD Resolution #03-001)**

Election of Vice-Chair

Director Berney nominated Sherry Duerst-Higgins as Vice-Chair. There being no other nominations, a unanimous ballot was cast to elect Sherry Duerst-Higgins. Sherry Duerst-Higgins was declared elected Vice-Chair of the Lane ESD Board for 2003-04. **(ESD Resolution #03-002)**

3. Recognition of
Staff and/or Public

3 There was no staff or public recognition.

4. Public Participation

4 Gene Heinley and Debbie Eisert, board members of the SCAR/Jasper Mountain program introduced themselves.

Mr. Heinley addressed the Lane ESD on behalf of the SCAR/Jasper Mountain board and management. Lane ESD no longer provides the education program at the facility effective April 25. Springfield School District now operates the program through the Oregon Department of Education contract.

Mr. Heinley expressed dissatisfaction with what was termed as "23% indirect" and "33% overhead" costs. According to SCAR/Jasper Mountain director Dave Ziegler, there is a disputed amount of \$16,000 associated with these costs.

Mr. Heinley requested that a subcommittee of board members of the two agencies be formed to discuss what the SCAR/Jasper Mountain representatives believe would resolve issues regarding the disputed amount.

ESD staff were asked to provide information to ESD board members in response to the SCAR/Jasper Mountain comments.

5. Action Items

- 5A Items 5-A-3 (Approve Board Meeting Dates) and 5-A-4 (Accept Human Resources Report) were removed from the consent agenda.

The following action items were included in the Consent Agenda approval:

(1) Approve Routine Fiscal Designations

BE IT RESOLVED that the board of Directors hereby designates Ron Hitchcock as Clerk of the District and Custodian of Funds for the Fiscal Year 2003-04 in accordance with ORS 334.225.

BE IT RESOLVED that the Board of Directors of Lane ESD appoints David Standridge as Budget Officer for the District for Fiscal Year 2003-04, in accordance with ORS 294.331.

BE IT RESOLVED that the Board of Directors of Lane ESD designates Ron Hitchcock 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 and return information pertaining to the Lane Education Service District (#93-6010866) with respect to all tax forms and for all tax periods.

BE IT RESOLVED that the Board of Directors of Lane ESD designates Ron Hitchcock, and David Standridge as signatory for all district financial accounts for Fiscal Year 2003-04.

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Clerk's Bonds for Ron Hitchcock for the face amount of \$100,000; and for David Standridge for the face amount of \$100,000.

BE IT RESOLVED that the Board of Directors of Lane ESD designates the following financial institution as official depositories for District funds during the 2003-04 Fiscal Year: United States National Bank, 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).

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Superintendent Ron Hitchcock 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 Pool:

- Ron Hitchcock, David Standridge, and Pam Bonebright.

(2) Approve Official Designations

- Legal Counsel — Joe Richards of Luvaas Cobb
- Auditors — Jones and Roth, P.C.
- Newspaper — Register Guard

BE IT RESOLVED that the Board of Directors of Lane ESD approves the official designations for the 2003-04 year, as presented.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Berney seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 03-003)

- | | |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>5B Accept Human Resources Report
An addendum to the Human Resource report was presented to the Board which included the resignation of Paul Weill, School Improvement Manager.</p> <p>DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Human Resources Report dated July 15, 2003. Director Berney seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-004)</p> |
| | <p>5C Approve 2003-04 Meeting Dates
Director Swanson requested that the June 22 meeting date be changed to June 15.</p> <p>DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the 2003-04 meeting dates: August 26, September 23, October 28, December 9, January 27, February 24, March 16, April 27, May 25, June 15. Director Huebner seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-005)</p> |
| 6. Discussion/
Reports | 6A None at this time. |
| 7. Superintendent's
Report | 7A Superintendent Hitchcock has been traveling to each Lane County school district to meet with individual superintendents. A new superintendents' orientation is planned for August 15 at Lane ESD. |
| 8. Board Chair
Comments | 8 None at this time. |
| 9. Information from
Administrative Staff | <p>9 Technology and Learning Support Services director Michelle Mantel reported:</p> <ul style="list-style-type: none"> • Facilities and network staff worked during the July 1-7 ESD general closure period to complete tasks without disruption to staff. • Julie Simmonds has been hired as the TLSS administrative assistant and will begin work on July 21. • Remodeling the new Life Skills classroom in the former production/electronic maintenance area will begin next week. • The media survey report should be ready for the August Board meeting. <p>Special education services director Sue Mathisen reported that ESD staff is meeting with Oregon Department of Education to discuss adjustments and implications to the EC Cares contract.</p> |
| 10. Board Member
Presentations and
Comments | <p>10A Committee and Liaison Reports:
OSBA—Director Duerst-Higgins reported that 110 new school board members attended the OSBA Summer Workshop.</p> <p>LCOG—Director Miller reported that goal setting will be a focus of the next LCOG meeting.</p> <p>Director Berney requested that Paul Weill attend the August 26 Board meeting to review activities and programs of the school improvement area.</p> <p>Board members discussed an earlier start time for Lane ESD Board meetings. Board members concurred that the official meeting time will be changed to 6:00 p.m., with a two-hour time limit</p> |

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD change the official starting time for Lane ESD Board meetings to 6:00 p.m. Director Huebner seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-006)**

11. Announcement/
Correspondence

11A Correspondence included:

- Northwest Council for Computer Education letter of appreciation for staff member Lynn Lary.

12. Public
Participation

12 There was no public participation.

13. Adjournment

13 The meeting was adjourned at 8:15 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday, August 26, 2003, beginning at 7:30 p.m., at the ESD Center Building. The meeting will be preceded with a goal setting work session at 5:30 p.m.

Minutes approved:

8-26-03 BM
(date) BJM

Attachments to official minutes:

1. Human Resources Report amended 7/15/03

Jerry Miller
Jerry Miller, Chairperson

Ron Hitchcock
Ron Hitchcock, Superintendent-Clerk

HUMAN RESOURCES REPORT TO LANE ESD BOARD

July 9, 2003

ADDENDUM July 15, 2003

LICENSED STAFF (Action)

	Name	Position	Effective Date	Notes
<i>Appointments</i>	Shanna Johnson Kimberly Stecher	Speech/Language Therapist School Psychologist	08/27/2003 08/27/2003	Replacement for Bonita Brice who declined offer
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>	Greg Gruener	Teacher, Life Skills		
<i>Change of Status</i>	Lynn Lary	Specialist, Technology	07/01/2003	From 207 days to 176 days

ADMINISTRATIVE STAFF (Information)

	Name	Position	Effective Date	Notes
<i>Appointments</i>				
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>	Paul Weill	Manager, School Improvement	08/01/2003	Resignation
<i>Change of Status</i>				

Continued

CLASSIFIED STAFF (Information)

	Name	Position	Effective Date	Notes
<i>Appointments</i>	Stephanie Barton	Educational Assistant	08/27/2003	
	Danielle Cardona	Educational Assistant	08/27/2003	
	Donnette Clements	Educational Assistant	08/27/2003	
	Kathleen Conley	Educational Assistant	08/27/2003	
	Molly Deeks	Educational Assistant	08/27/2003	
	Susan Popp	Educational Assistant	08/27/2003	
	Andrea Roser	Behavioral Assistant	08/27/2003	
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>	Jennifer DeMott	Educational Assistant	06/13/2003	Resignation
	Deb Park	Child Develop. Spec.	06/27/2003	Resignation
<i>Change of Status</i>				

VACANCY NOTICES (Information)

Position	Closing Date	Notes
03013-16 – Educational Assistant, 6 hr	06/02/2003	Positions filled
03017-22 – Educational Assistant, 6 hr	06/02/2003	In process
03023-24 – Educational Assistant, 3.5 hr	06/02/2003	Positions filled
03025-29 – Educational Assistant, 3.5 hr	06/02/2003	In process
03030 – Speech/Language Therapist	06/16/2003	Position filled
03031 – Speech/Language Therapist	06/16/2003	In process
03032 – Teacher, Lane School Program	Open until filled	Position reopened - In process
03034 – Teacher, Lane School Program	Open until filled	Position reopened - In process
03038 – Behavioral Assistant	06/20/2003	Position filled
03039 – Teacher, Life Skills	Open until filled	In process
03040 – Program Assistant, Special Education	07/10/2003	In process
03041 – Child Development Specialist	08/01/2003	In process

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – June 24, 2003

- | | | | | | | | |
|------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------|--------------|---------------|-----|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Joe Berney called the regular board meeting to order at 7:00 p.m. Tuesday, June 24, 2003, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Dave Standridge, Michelle Mantel, Sue Mathisen, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Ron Hitchcock, Paul Weill, and Laura Krenk</p> | | | | | |
| 3. Recognition of Staff
and/or Public | 3 | <p>There was no staff or public recognition.</p> | | | | | |
| 4. Public Participation | 4 | <p>There was no public participation.</p> | | | | | |
| 5. Agenda Review | 5 | <p>Item 6C, Adopt Special Education Calendars.</p> | | | | | |
| 6. Action Items | 6A | <p>Budget Actions: Adopt Budget, Appropriate Budget, Levy Taxes
(official attachments)</p> <p>Adopt Budget
DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD hereby adopts the budget for the 2003-04 fiscal year in the total sum of \$33,134,760, now on file at the Office of the Superintendent. Director Huebner seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER AND SWANSON VOTING YES. (ESD Resolution 02-043)</p> <p>Appropriate Budget
DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that for the fiscal year beginning July 1, 2003, the amounts listed on the attached appropriation memo are hereby appropriated for the purpose as indicated within the funds list. Director Huebner seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER AND SWANSON VOTING YES. (ESD Resolution 02-044)</p> <p>Levy Taxes
DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD hereby imposes the taxes provided for in the adopted budget at the rate of \$.2232 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized for tax year 2003-04 upon the assessed value of all taxable property within the district. Director Huebner seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER AND SWANSON VOTING YES. (ESD Resolution 02-045)</p> <table border="0" style="width: 100%;"><tr><td style="text-align: center;">Subject to Education Limitation</td><td style="text-align: center;">Excluded from Limitation</td></tr></table> <table border="0" style="width: 100%;"><tr><td style="width: 33%;">GENERAL FUND</td><td style="width: 33%; text-align: center;">\$.2232/1,000</td><td style="width: 33%; text-align: center;">\$0</td></tr></table> | Subject to Education Limitation | Excluded from Limitation | GENERAL FUND | \$.2232/1,000 | \$0 |
| Subject to Education Limitation | Excluded from Limitation | | | | | | |
| GENERAL FUND | \$.2232/1,000 | \$0 | | | | | |

- 6B The following action items were included in the Consent Agenda approval:
- (1) Approve Board minutes of May 27, 2003
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting May 27, 2003, as submitted.
- (2) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated June 17, 2003.
- (3) Approve July Board Meeting Date—July 15
BE IT RESOLVED that the Board of Directors of Lane ESD organizational meeting be set for July 15, 2003.
- (4) Affirm Superintendents' Canvass of Election Results
BE IT RESOLVED that the Board of Directors of Lane ESD hereby affirm the Superintendent's canvass of votes cast in the May 20, 2003, Director election and the certification of election of:
- Joseph C. Berney: Position 2 (Zone 2) for a four-year term commencing on July 1, 2003, and ending on June 30, 2007.
 - Michelle D. Holman: Position 4 (Zone 4) for a four-year term commencing on July 1, 2003, and ending on June 30, 2007.
 - Sherry L. Duerst-Higgins: Position 5 (Zone 5) for a four-year term commencing on July 1, 2003, and ending on June 30, 2007.
 - James R. Swanson: Position 7 (Zone 7) for a four-year term commencing on July 1, 2003, and ending on June 30, 2007.
- DIRECTOR DUERST-HIGGINS 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 BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 02-046)
- 6C Adopt Special Education Calendar
The calendars for 2003-04 special education program were submitted for approval. *(official attachment)*
DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the special education school calendars, as submitted. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 02-047)
7. Discussion/ Reports
- 7A 2003-04 Board Meeting Calendar
The following dates are proposed for the 2003-04 regular meetings for the Lane ESD Board of Directors. Exceptions to the fourth Tuesday are: July 15 (organizational meeting), December 9 (combined November-December meeting), March 16 (the week prior to spring break). The 2003-04 Board meeting dates will appear as an action item at the July 15 Board meeting.
- August 26, September 23, October 28, December 9, January 27, February 24, March 16, April 27, May 25, June 22
8. Superintendent's Report
- 8A Financial Report
The financial report for May 2003 was reviewed by Dave Standridge, director of business support services. He reported that the PERS rate will be 11.11% rather than the 18.5% budgeted.
- 8B Legislative Report
The superintendent and staff reported that there has been very little activity at the Legislature concerning funding.

- | | | |
|---------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. Information from Board Chair | 9 | Chair Berney thanked those Board members who ran for re-election. |
| 10. Information from Administrative Staff | 10 | Teaching and Learning Support Services—Michelle Mantel reported that TLSS staff have been working on integrating school improvement into the service area; an internal candidate (Julie Simmonds) has been hired as the TLSS administrative assistant; network updates and facilities maintenance will be occurring during the general closure July 1-7.

Special Education—Sue Mathisen reported that the former graphics/electronics area in the ESD building will be remodeled to accommodate a Life Skills classroom for 18 to 21 year-olds. |
| 11. Board Member Presentations and Comments | 11A | Committee and Liaison Reports:

LCOG—Director Miller reported that LCOG Board will appoint members to Senior and Disabled Services at its meeting on Thursday.

OSBA—Director Duerst-Higgins reported the OSBA Board has adopted a 2003-04 calendar to replace retiring Executive Director Chris Dudley. She also commented that a Lane ESD goal setting session is included as part of the superintendent search process. |
| | 11B | Advisory Board Member Report
Chuck Forster reported that the county commissioners will appoint superintendent Ron Hitchcock to the Lane Workforce Partnership Board of Directors. |
| 12. Announcement/Correspondence | 12A
12B
12C | <ul style="list-style-type: none"> • OSBA Legal Assistance Trust—A letter outlining services of the OSBA Legal Assistance Trust provided to member districts. • Letter to Lane Workforce Partnership—A letter from Mike Vermillion supporting Ron Hitchcock as his replacement on the LWP Board and Youth Council • Bethel Teen Court Letter of Appreciation—A letter thanking Lane ESD for the use of the ESD facility during 2002-03. |
| 13. Public Participation | 13 | There was no public participation. |
| 14. Adjournment | 14 | The meeting was adjourned at 7:45 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday, July 15, 2003, beginning at 7:00 p.m., at the ESD Center Building |
| 15. Executive Session | 15 | Chair Berney called the Executive Session to order at 7:50 under provisions of ORS 192.660(1)(2) negotiations, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Ron Hitchcock and Barbara McBurnett, recording secretary.


The Executive Session was adjourned at 8:20 p.m. |


Minutes approved:

8-27-03 BJM
 (date) BJM

Attachments to official minutes:

1. Budget Actions: Adopt Budget, Appropriate Budget, Levy Taxes
2. Licensed Calendars


 Jerry Miller, Chairperson


 Ron Hitchcock, Superintendent-Clerk

June 24, 2003

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that for the fiscal year beginning July 1, 2003, the amounts shown below are hereby appropriated for the purposes indicated within the funds listed:

GENERAL FUND

GENERAL FUND

1000 INSTRUCTION	\$ 7,413,237
2000 SUPPORT SERVICES	6,364,975
5200 TRANSFERS OF FUNDS	73,050
6000 CONTINGENCIES	650,500
TOTAL GENERAL FUND	\$14,501,762

SPECIAL REVENUE FUNDS

GRANTS & CONTRACTS FUND

1000 INSTRUCTION	\$ 7,799,132
2000 SUPPORT SERVICES	8,233,328
5000 TRANSFERS OF FUNDS	70,000
TOTAL GRANTS & CONTRACTS FUND	\$16,102,460

RESERVE FUND

2000 SUPPORT SERVICES	\$ 914,100
5200 TRANSFERS OF FUNDS	52,200
TOTAL RESERVE FUND	\$ 966,300

ENTERPRISE FUNDS

CONTINUING EDUCATION RENTAL LIBRARY FUND

2000 SUPPORT SERVICES	\$ 13,900
TOTAL CONTINUING EDUCATION RENTAL LIBRARY FUND	\$ 13,900



CHAIRPERSON

6/24/03
DATE

Note: Does not include \$1,550,338 in unappropriated funds (General Fund:\$1,538,238, Enterprise Funds: \$12,100.)

June 24, 2003

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors for Lane Education Service District hereby adopts the budget for the 2003-04 fiscal year in the total sum of \$33,134,760* now on file at the Office of the Superintendent.

* Aggregate sum of budget requirements for all funds.



CHAIRPERSON

6/24/03
DATE

June 24, 2003

RESOLUTION IMPOSING AND CATEGORIZING TAXES

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 \$.2232 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized for tax year 2003-04 upon the assessed value of all taxable property within the district.

	Subject to Education Limitation	Excluded from Limitation
GENERAL FUND	\$.2232/1,000	\$0



CHAIRPERSON

6/24/03

DATE

2003-2004 Calendar
Special Education

LANE ESD

Lane ESD employees working in
Eugene #4J Schools
192-day Licensed

M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
July					August [3]					September [21]					October [23]				
	1	2	3	4					1	8	9	10	11	12			1	2	3
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12	6	7	8	9	17
14	15	16	17	18	11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
21	22	23	24	25	18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
28	29	30	31		25	26				29	30				27	28	29	30	31
November [17]					December [15]					January [19]					February [19]				
3	4	5	6	**	1	2	3	4	5						2	3	4	5	6
10		12	13	14	8	9	10	11	12		6	7	8	9	9	10	11	12	13
17	18	19	20	21	15	16	17	18	19	12	13	14	15	16		17	18	19	20
24	25	26									20	21	22	23	23	24	25	26	27
										26	27	28	29						
March [18]					April [22]					May [20]					June [9]				
1	2	3	4	5				1	2	3	4	5	6	7		1	2	3	*
8	9	10	11	12	5	6	7	8		10	11	12	13	14	7	8	9		
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
					19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
	30	31			26	27	28	29	30						28	29	30		



first day of work



paid holiday



number of work
days per month



last day of work



paid inservice day

*

elementary

**

middle

high



first/last day for students



non-contract/non-work day

**LANE ESD CENTER
CLOSED:**

Summer Break July 1-7
Winter Break Dec. 25-Jan. 1
Spring Break March 22-26

186 work days







































6 paid holidays

192 total days

2003-2004 Calendar
Special Education

LANE ESD

Lane ESD employees working in
Springfield #19 Schools
192-day Licensed

M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
July					August [3]					September [21]					October [23]				
	1	2	3	4					1					5			1	2	3
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12	6	7	8	9	
14	15	16	17	18	11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
21	22	23	24	25	18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
28	29	30	31		25	26				29	30				27	28	29	30	 *
November [17]					December [15]					January [19]					February [19]				
3	4	5			1	2	3	4	5						2	3	4	5	6
10		12	13	14	8	9	10	11	12	5	6	7	8	9	9	10	11	12	13
17	18	19	20	21	15	16	17	18	19	12	13	14	15	16		17	18	19	20
24	25	26									20	21	22	23	23	24	25	26	27
												**	28	29	30				
March [18]					April [22]					May [20]					June [9]				
1	2	3	4	5				1		3	4	5	6	7		1	2	3	4
8	9	10	11	12	5	6	7	8		10	11	12	13	14	7	8	9		
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
					19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
29	30	31			26	27	28	29	30						28	29	30		



first day of work



paid holiday



number of work
days per month



last day of work



paid inservice day

*

elementary
middle/high

**

1st day K-5, 6 & 9
1st day 7-8, 10-12



first/last day for students



non-contract/non-work day

^^

LANE ESD CENTER CLOSED:

Summer Break July 1-7
Winter Break Dec. 25-Jan. 1
Spring Break March 22-26

186 work days

6 paid holidays

192 total days

2003-2004 Calendar
Special Education

LANE ESD

Lane ESD employees working in
Bethel #52 Schools
192-day Licensed

M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	
July					August [3]					September [21]					October [23]					
	1	2	3	4					1	☺	🍎	3	4	5			1	2	3	
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12	6	7	8	📅***	📅***	
14	15	16	17	18	11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	
21	22	23	24	25	18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	
28	29	30	31		25	🏠	📅	📅	☺	29	30				27	28	29	30	📅***	
November [17]					December [15]					January [19]					February [19]					
3	4	5	6	📅**	1	2	3	4	5				☺	☺	2	3	4	5	6	
10	☺	12	13	14	8	9	10	11	12	5	6	7	8	9	9	10	11	12	13	
17	18	19	20	📅***	15	16	17	18	19	12	13	14	15	16	☺	17	18	19	20	
24	25	📅**	☺	☺	☺	☺	☺	☺	☺	☺	20	21	22	📅	23	24	25	26	📅***	
					☺	☺	☺			26	27	28	29	30						
March [18]					April [22]					May [20]					June [9]					
1	2	3	4	📅**					1	📅*	3	4	5	6	7		1	2	3	4
8	9	10	11	12	5	6	7	8	📅*	10	11	12	13	14	7	8	9	🍎	☺	
15	16	17	18	📅***	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	
☺	☺	☺	☺	☺	19	20	21	22	📅***	24	25	26	27	28	21	22	23	24	25	
29	30	31			26	27	28	29	30	☺					28	29	30			



first day of work



paid holiday



number of work
days per month



last day of work



paid inservice day

* elementary

** middle

*** high



first/last day for students



non-contract/non-work day

**LANE ESD CENTER
CLOSED:**

Summer Break July 1-7
Winter Break Dec. 25-Jan. 1
Spring Break March 22-26

186 work days


































6 paid holidays

192 total days

2003-2004 Calendar
Special Education

LANE ESD

Lane ESD employees working in
South Lane #45J Schools
192-day Licensed

M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
July					August [2]					September [21]					October [23]				
	1	2	3	4					1				4	5			1	2	3
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12	6	7	8	9	
14	15	16	17	18	11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
21	22	23	24	25	18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
28	29	30	31		25	26				29	30				27	28	29	30	31
November [17]					December [15]					January [19]					February [19]				
3	4	5	6	7		2	3	4	5						2	3	4	5	6
10		12	13	14	8	9	10	11	12		6	7	8	9	9	10	11	12	13
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March [18]					April [22]					May [20]					June [10]				
1	2	3	4	5				1	2	3	4	5	6	7		1	2	3	4
8	9	10	11		5	6	7	8	9	10	11	12	13	14	7	8	9	10	
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					19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
29	30	31			26	27	28	29	30						28	29	30		



first day of work



paid holiday



number of work
days per month



last day of work



paid inservice day



first/last day for students



non-contract/non-work day

**LANE ESD CENTER
CLOSED:**

Summer Break July 1-7
Winter Break Dec. 25-Jan. 1
Spring Break March 22-26

186 work days
6 paid holidays
192 total days

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – May 27, 2003

- | | |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 Chairperson Joe Berney called the regular board meeting to order at 7:00 p.m. Tuesday, May 27, 2003, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Eileen Palmer, Michelle Mantel, Sue Mathisen, and Barbara McBurnett, recording secretary.

Others attending were: Ron Hitchcock, Laura Krenk and Lynda Harris. |
| 3. Recognition of
Staff and/or Public | 3 There was no staff or public recognition. |
| 4. Public Participation | 4 There was no public participation. |
| 5. Agenda Review | 5 Item 6B, Recognition of Rob Adams Telescope Contribution, was added. |
| 6.. Action Items | 6A The following action items were included in the Consent Agenda approval:

1) Approve Board Minutes of April 15, 2003
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting April 15, 2003, as submitted.
(2) Approve Budget Committee Minutes
BE IT RESOLVED that the Board of Directors of Lane ESD approves the budget committee minutes of May 6, 2003, as submitted.
(3) Accept Monthly Human Resources Report And Approve Personnel Recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated May 20, 2003.

DIRECTOR KIMBALL 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 BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-041)

6B Acknowledgement of Telescope Contribution
Rob Adams construction of a sixteen-inch telescope commissioned by Lane ESD and the Planetarium was acknowledged by the Board. The telescope has been in service at the Planetarium since 1986.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD acknowledges and recognizes Rob Adams for his contribution to the District, Lane ESD Planetarium, the school children of Lane County and the continuing education and enrichment in space and astronomy knowledge and interest to the general public of Lane County. Director Kimball seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-042) |

7. Discussion/ Reports

7A Special Education Update

- EI/ECSE
Lane ESD subcontracts with EC Cares at the University of Oregon for Early Intervention/Early Childhood Special Education services.
The UO has made a request that ODE contract directly with them for these services in 2003-04. Lane ESD is in conversation with ODE about this request.
- Detention Education
Based on the revised detention education contract projections, Lane ESD does not intend to continue with the detention education contract.
- Court School
Lane ESD will continue to operate Court School in partnership with the Department of Youth Services and Lane Community College in 03-04. The Court School is now producing a newsletter.
- Direction Service
District superintendents have expressed an interest in continuing Direction Service. Twelve of the 16 districts have indicated support the service at a cost of up to \$1.00 per ADMw. With Lane ESD contributing \$15,000 to the contract, the service could continue with a slight FTE reduction. The superintendent has been working with Marshall Peter of Direction Service in development of a contract.

8. Superintendent's Report

8A Financial Report

The superintendent reviewed the financial report for March 2002.

8B Modifications to 2003-04 Resolutions Update

The superintendent reported that component district approval on the modifications to the 2003-04 resolutions is proceeding. Districts which have not yet approved the modifications have indicated that Board action will be positive.

8C ESD Staff Retirements

Assistant superintendent Carol Knobbe provided a summary of ESD staff retirements that are occurring this month.

8D OSBA Membership Letter

The OSBA membership renewal letter outlining services provided with OSBA membership was reviewed. The annual membership fee for Lane ESD is \$3,111.75.

9. Information from Board Chair

9 None at this time.

10. Information from Administrative Staff

10 None at this time.

11. Board Member Presentations and Comments

11A Committee and Liaison Reports:

Reports from Advisory Board Members
Chuck Forster reported on activities of Lane Workforce Partnership.

12. Announcement/
Correspondence

12A Irma Gentile—ARC Teacher of the Year
Abby Small—Letter of Appreciation
Susan Gama—Letter of Appreciation

13. Public
Participation

13 There was no public participation.

14. Adjournment

14 The meeting was adjourned at 8:55 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday, June 24, 2003, beginning at 7:00 p.m., at the ESD Center Building

Minutes approved:

6-24-03
(date) BJM

Attachments to official minutes:

1, Telescope Acknowledgement

Joe Berney
Joe Berney, Chairperson
J. Michael Keillor
Mike Vermillion, Superintendent-Clerk

LANE ESD BUDGET COMMITTEE MEETING
Tuesday – May 6, 2003

- | | | |
|-------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Call to Order | 1 | <p>Lane ESD Board Chair Joe Berney called the Lane ESD Budget Committee meeting to order at 7:00 p.m. Tuesday, May 6, 2003. A public notice of this meeting was published in accordance with Oregon statute and the agenda for the meeting was published and distributed.</p> <p>Budget Committee members in attendance were: Joe Berney, Sherry Duerst-Higgins, Mike Fox, Michelle Holman, Don Kimball, Jerry Miller, Pat Neill, Jim Swanson, Wayne Watkins, and Garry Weber.</p> <p>Others attending were: Superintendent Mike Vermillion, Dave Standridge, Carol Knobbe, Sue Mathiesen, Barbara McBurnett, Ron Hitchcock, Randy Trummer, Linda Schoenfeld, and Gary Ross.</p> |
| Welcome | | <p>Budget committee members and Lane ESD staff were introduced. Local district committee members were thanked for their willingness to assist Lane ESD in the budget process.</p> |
| 2. Statements | 2 | <p>Mike Vermillion introduced Ron Hitchcock who will be Lane ESD superintendent effective July 1, 2003.</p> |
| 3. Election of Officers | 3 | <p>Chair Berney opened the floor to nominations for Budget Committee Chairperson.</p> <p>Wayne Watkins nominated Mike Fox. Sherry Duerst-Higgins seconded the nomination.</p> <p>Garry Weber moved the nominations cease and a unanimous ballot be cast for Mike Fox. Wayne Watkins seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.</p> <p>Mike Fox was declared elected as Lane ESD Budget Committee Chairperson.</p> |
| 4. Budget Message | 4 | <p>Superintendent Vermillion presented the 2003-04 budget message.</p> <p>As districts began the year faced with an budget shortfalls brought about by Oregon's sagging economy, Lane ESD was able to meet the requirements of the current year's shortfall with minimal impact on services to districts.</p> <p>Decline of State revenue and the failure of Measure 28 in January created a need to reduce the ESD 2002-03 budget by \$1.4 million. In response, the ESD administration carefully reviewed each expenditure category for possible savings, solicited staff input through focus groups, and met with each of the 16 component district superintendents to gain a sense of school district priorities.</p> <p>The \$1.4 million gap was closed through the use of the contingency (\$648,000) and reduction of certain salary and non-salary budget items (\$752,000). The objective was to keep the cuts in services for 02-03 transparent to the end user—the 16 local school districts.</p> |

In anticipation of continued economic woes and shifting priorities of school districts, the Lane ESD Board also approved the elimination of the following programs and positions for 2003-04:

- Eliminate the cooperative purchasing program, effective June 30, 2003.
- Eliminate the printing/production department, effective June 30, 2003.
- Eliminate the communications, marketing and government relations department and manager position, effective June 30, 2003.
- Eliminate director of curriculum & teaching support services position, effective June 30, 2003.
- Do not fill accounting supervisor position during 2002-03 and eliminate the position from the 2003-04 budget.

The financial impact of all these decisions, totaling \$1.4 million, when rolled forward into the 2003-04 budget total \$1.0 million, since some of the cuts were one-time reductions.

Oregon's economy continued to deteriorate throughout the year; consequently, budget development for FY 2003-2004 began with an additional \$1.5 million shortfall projected on top of the \$1.0 million already cut. The ESD Board narrowed the \$1.5 million gap to \$1.23 million by making the following adjustments to key budget variables:

- PERS employer contribution. Initial budget estimates included the full 18.58%. At the recommendation of superintendents, the estimate was reduced to 17.58%, a saving of \$75,000. Savings from a rate reduction below the 17.58% will be placed in reserve pending the outcome of possible legal challenges.
- Ending Fund Balance. At the recommendation of the Lane ESD Board, the targeted ending fund balance has been reduced another \$195,000.

An increase in resources available during the biennium to continue the progress toward equal funding of ESDs could further narrow the estimated revenue and expenditure gap for 2003-04, below the \$1,230,000.

Lane County school boards approved resolution services for 2003-2004 by the March 1 statutory deadline knowing that the ESD administration and Lane County superintendents would return later with a plan for modifying the level of resolution services should the projected revenue shortfall materialize. Because insufficient revenue will be available to continue the current level of funding for the ESD services, the following reductions reflect decisions and recommendations by ESD administration, local superintendents and input from advisory groups and ESD staff.

Technology: OPEN Technical Center/Instructional Technology	\$ 48,000
Safe Schools/Prevention, General Ed/CIM, Career Ed/CAM	\$ 79,000
Direction Service	\$ 34,000
Attendance & Truancy	\$ 66,000
Courier & Media Services	\$ 73,000
Technology/Administrative Application Service	<u>\$ 930,000</u>
TOTAL	\$1,230,000

When district boards approved resolutions in March, Special Education projected 24 Life Skills classrooms. Due to the continuing growth and demand for Life Skills Services, an additional classroom is required. It was agreed upon by the superintendents to add it, if the resources could be found within the funding already identified for Special Education. Addition of the classroom has been accomplished by restructuring services within special education to come up with the \$200,000 required to open a classroom.

Senate Bill 1022 was approved by the Legislature as a solution to assist districts with reduced school funding. The intent was to soften the blow to districts during the current fiscal crisis. The bill amended Local Budget Law to allow districts to accrue a portion of the following year's revenue into the current year, theoretically rendering the district whole. After careful review and consideration, Lane ESD fiscal administration recommended that funds not be accrued because it is not in compliance with Generally Accepted Accounting Principles (GAAP) or ESD policy. The ESD proceeded to make cuts necessary to maintain a balanced budget rather than postponing a more serious funding problem by using the accounting maneuver provided by the Legislature.

Lane ESD expects to continue to encounter challenging funding concerns over the next few years along with the school districts we serve and agencies with whom we partner. The Legislature is still in session and we do not expect a solution to school funding that meets any of our needs in supporting the education of Lane County's children. Lane ESD is fortunate to have a strong contingent of component school district superintendents and boards that understand our mission and support us in our efforts to "Help Schools Help Kids."

5. Review

- 5 Business support services director Dave Standridge reviewed the 2003-04 budget document. Significant changes include:

Revenue

- Lane School Tuition will be increased from \$20.50 to \$24.00 per day.
- Interest rates on investments have been significantly reduced.
- Revenue is included for Direction Service to allow for contracted services.
- Attendance/truancy reflects estimated amount of contracted services to districts with more than 1,000 students.
- State funding is based on state biennial funding estimate of \$4.5 billion, which equates to \$209 per ADMw.

Expenses

- Direction Service is no longer funded with resolution dollars.
- Attendance/truancy resolution funding for truancy officer services is eliminated for districts with more than 1,000 students. Those districts may contract with the ESD for the service.
- Classified staff object (112) reflects recategorizing of educational assistants from temporary (124).
- Administrative salaries reflects reduction of three administrators.
- PERS is calculated with an estimate rate of 17.58%.
- Life Skills program reflects increased number of classrooms from 24 to 25.
- An appropriation is provided should districts decide to continue Direction Service.
- Information services reflect the elimination of communications, marketing and government relations.
- Should funding become available, an appropriation is included to fund Resolution 2.

Special Revenue Fund

Due to the uncertain funding levels of some of the state funded programs, the 2002-03 funding levels were carried forward to 2003-04. Those programs include Court School, Juvenile Justice Center, Regional Programs and EI/CSE. The service level and scope of these programs will be determined at a later date.

Enterprise Fund

Cooperative purchasing fund has been closed—the service has been discontinued.

Internal Service Fund

Production fund is closed—the service has been discontinued.

Committee members asked about the amount of the ending fund balance. The Board target is a 10% ending fund balance.

The ending fund balance at the end of 2003-04 will be approximately \$1.5 million or 11% of the general fund balance. This balance allows operation of the ESD through summer months until the first property tax payment is received. In the 2003-04 budget, expenditures will exceed revenues by \$600,000 which will reduce the ending fund balance further.

6. Action on
Proposed Budget

- 6 Committee member Sherry Duerst-Higgins moved that the 2003-04 Lane ESD budget be approved, with \$14,501,762 in the General Fund, \$17,068,760 in the Special Revenue Fund, and \$13,900 in the Enterprise Fund, for an aggregate amount of \$33,134,760 as presented. She further moved that the permanent tax rate of \$.2232 per \$1,000 of assessed value be assessed in support of the General Fund. Committee member Don Kimball seconded and the **MOTION CARRIED WITH ALL THOSE PRESENT VOTING YES.**

7. Adjourn


- 7 The meeting was adjourned at approximately 7:55 p.m.

Minutes approved:

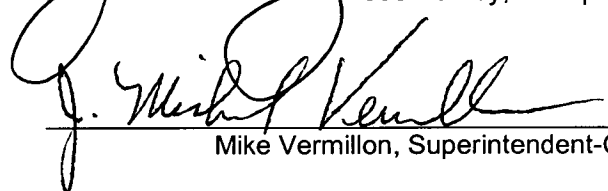
5-27-03
(date) BJM *BJM*

Attachments to official
minutes:

1. Significant Changes



Joe Berney, Chairperson



Mike Vermillon, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – April 15, 2003

- | | | |
|------------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Vice Chairperson Jerry Miller called the regular board meeting to order at 7:00 p.m. Tuesday, April 15, 2003, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Michelle Mantel, Sue Mathisen, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Kim Black, Donna Telep-Manclark, Paul Weill, Robert Young, Ron Hitchcock, and special guest Barry Lane.</p> |
| 3. Recognition of
Staff and/or Public | 3 | <p>There was no staff or public recognition.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Agenda Review | 5 | <ul style="list-style-type: none">• Item 6A3, Approve Board Member Attendance at OAESD Conference, was removed from the consent agenda.• Item 6D, Discontinue Detention Education Program, was added to the agenda. |
| 6.. Action Items | 6A | <p>The following action items were included in the Consent Agenda approval:</p> <p>(1) Approve Board minutes of March 18, 2003
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting March 18, 2003, as submitted.</p> <p>(2) Accept monthly Human Resources Report and approve personnel recommendations.
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated April 9, 2003.</p> <p>DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Huebner seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-035)</p> <p>Approve Board Member Attendance at OAESD Conference
The Oregon Association of Education Service Districts Annual Conference will be May 30 to June 1 at Eagle Crest. Board members Sherry Duerst-Higgins, Jerry Miller, and Jim Swanson indicated they wish to attend the conference.</p> <p>DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance of Directors Duerst-Higgins, Kimball, Huebner, Miller and Swanson at the OAESD Annual Conference May 30 to June 1, 2003 at Eagle Crest. Director Huebner seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-036)</p> |

- 6.
- 6B Authorize Layoffs
- As per the Board's January resolution to plan for further reductions, administrative staff have identified additional reductions for 2003-04. These reduction proposals will affect the level of resolution services and were presented and approved by Lane County superintendents at their last meeting. Implementation of the plan will require reduction in hours or length of contract for staff in media, courier, and technology services, and the layoff of one staff member in school improvement.
- ODE anticipates that funding for Regional Programs will be reduced. Service priority will be to maintain programs for Deaf/Hard of Hearing and Vision programs, which are direct services. Any reductions will be applied to the programs for students with autism and students with severe orthopedic impairments.
- DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD, due to declining revenue, finds a compelling need to enact layoffs and authorizes the administration to implement the provisions of Board Policy GDPA -Layoff/Recall Classified staff effective June 30, 2003.**
- BE IT FURTHER RESOLVED that the Board of Directors of Lane ESD, due anticipated reductions in the Regional Program funding, finds a compelling need to enact layoffs and authorizes the administration to implement the provisions of Board Policy GCPA--Layoff/Recall, Licensed Staff and GDPA—Layoff/Recall Classified Staff, effective June 30, 2003. Director Huebner seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-037)**
- 6C Discontinue Operation of the Court School Program
- The Court School Program began operation in January at the Juvenile Justice Center facility. Lane ESD offers the education program with Lane County school districts paying tuition for students attending from their districts. Due to various factors, including the defeat of Measure 28, enrollment in the program has not been as high as anticipated and may not be sufficient to support the program.
- Staff have identified May 5th as a target for a final decision about continuing the program next year. Action is needed should the decision be made to discontinue the program.
- DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the recommendation of administrative staff to discontinue operations of the Court School Program on or before June 30, 2003, if it is determined that program enrollment is not adequate to support operations.**
- BE IT FURTHER resolved that if a recommendation is made to terminate Court School operations the Board of Directors finds a compelling need to enact layoffs and authorizes the administration to implement the provisions of Board Policy GCPA - Layoff/Recall, Licensed Staff, GDPA - Layoff/Recall, Classified Staff effective June 30, 2003. Director Huebner seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-038)**
- 6D Discontinue Detention Education Services
- ODE has notified us that the 2003-05 contract amount for the Detention Education services provided at the Juvenile Justice Center will be less than half the amount available in the 2001-03 contract. We will be unable to provide the level of services identified in the contract with the specified amount of funding. We are seeking clarifications from ODE related to their expectations for implementation of the contract requirements in light of funding reductions.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the recommendation of administrative staff to initiate termination of the Detention Education Contract with ODE, if it is determined that the funding is inadequate to implement the program as per contract requirements.

BE IT FURTHER resolved that if the contract is terminated the Board of Directors finds a compelling need to enact layoffs and authorizes the administration to implement the provision of Board Policy GCPA - Layoff/Recall, Licensed Staff, GDPA - Layoff/Recall Classified Staff, and CPA Layoff/Recall - Administrative/Confidential Staff effective June 30, 2003.

Director Kimball seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-039)**

7. Discussion/
Reports

7A American History Grant
School Improvement Specialist Robert Young provided an overview of the Teaching American History Grant. Robert also previewed the "Teaching American History" website developed for teachers through the grant. This is a three-year grant to help students become more knowledgeable about American history by providing teachers with content knowledge, strategies and materials that engage students, opportunities to develop collegial networks, and connections to local history resources.

7B Courier Service Client Survey
A client survey for the courier service was recently completed, and results of the survey were shared. The purpose of the survey was to support ongoing improvement efforts and assess the perceived impact of changes in service delivery. Respondents reported high satisfaction with the service and expressed concern regarding a reduction in service. Michelle Mantel.

8. Superintendent's
Report

8A Financial Report
Director of business support services Dave Standridge reviewed the financial report for March 2003. Variances include:

- Reduction in school funding formula includes the annual effect of one monthly payment shifted into the following fiscal year.
- Interest rates and cash balance are both lower than anticipated during the budget preparation.
- A payment from Hynix as part of their tax agreement; and a refund for prior year OT/PT services.
- Savings identified by staff and adopted by the Board.

8B 2003-04 Budget Preparation Update
The preparation of the 2003-04 budget is proceeding according to schedule. The Budget Committee will meet on May 6th to review the Proposed Budget document. The general fund revenue projections for 2003-04 are based on flat funding from this year to next. Several State School Fund projections are being floated statewide; however, staff felt that with all of the uncertainty, the ESD would go with a conservative revenue projection and develop a plan for add-backs if necessary.

8C Resolution Budget Reduction Plan
At the March meeting, the Board reviewed the Proposed Budget Reduction Plan, 2003-04, in advance of presentation to Lane County superintendents. The following agreements were reached at the subsequent superintendents council meeting:

- The proposed reductions (identified on page 3 of the Proposed Budget Reduction Plan, 2003-04) were accepted as presented.

- An additional life skills classroom will be added. However, this will require agreement among school districts to restructure the services and resources allocated within special education: resolutions #7, school psychology; #8, behavior disorders; and #9, life skills. The superintendents expressed no interest to adding classrooms if it would require a tuition increase.
- Enrollment in life skills classrooms will be reviewed to determine the feasibility of enrolling additional students to the existing classrooms, i.e., increasing class-size.
- A pilot project would be designed to test the feasibility of school principals managing life skill classrooms within their schools. The superintendents of Springfield and South Lane volunteered their staffs to work with ESD administration and staff in designing the pilot program and conducting the evaluation of the pilot.
- The delivery of media services will be studied during the 2003-04 school year to determine if more cost efficient delivery methods can be implemented.

The superintendent will review the agreements with the Board.

For your ready reference, the Proposed Budget Reduction Plan, 2003-04 is enclosed.

D. Transition Activities: Coop Purchasing, Production and Communications/ Marketing
The Board approved elimination of coop purchasing, production and the communications, marketing and governmental relations functions, effective June 30, 2003. The superintendent reviewed the status of transition activities leading to the cessation of these services.

- Cooperative Purchasing

The closure of the Cooperative Purchasing Program continues on schedule and will be completed by June 30th. There has been a concerted effort to clear the existing inventory on the shelves by repeatedly sending out information to our existing customers. We have offered what's left on the shelves at discounted prices and will continue to do so. In mid-June we will conduct one final inventory and whatever inventory remains will become property of the General Fund. Discussion is also well underway regarding the transition of internal purchasing activities for ESD needs as well as identification of vendors.

- Communications, Marketing & Government Relations

Transition and time lines have been identified for functions associated with the office of Communications, Marketing and Government Relations that will continue. Written procedures for replacement processes are being developed to ensure a smooth transition. Most of the continuing functions will be reassigned to the technology & learning support service area or the administrative service area.

- Production Department

The Production Department has completed an inventory of equipment and is determining approximate market value in preparation for disposal by sale, distribution to schools or discard. An open house to view equipment by potential buyers is being planned. Discussions are underway with Bethel and Springfield printing personnel regarding their interest in acquiring equipment and providing services to the ESD in the future.

Graphics and print services will continue to be provided until schools close in June. Internal services can be provided on a minimal basis until mid-June. Staff has been notified to submit project work orders as soon as possible for summer and standard annual work. Customers will be provided with CDs of their current files to assist with service once an outside vendor provides it.

- | | | |
|---------------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | E. | Agreement for Termination of Intergovernmental Agreement
The "Agreement for Termination of the Intergovernmental Agreement Between Lane ESD and the Lane County Fair Board" for the Planetarium Learning Center was submitted to the Board for information. |
| | F. | Tentative 2003-04 Meeting Dates
A list of tentative dates for 2003-04 board meetings was submitted to the Board for review: July 15, August 26, September 23, October 28, December 9, January 27, February 24, March 16, April 27, May 25, June 22 |
| 9. Information from Board Chair | 9 | Chair Berney commented that futurist Ed Barlow will be presented on May 16 at a Lane Workforce Partnership event and encourage board members to attend. |
| 10. Information from Administrative Staff | 10 | Assistant superintendent Carol Knobbe commented that ESD staff effected by reductions have been very cooperative in the process.

Special education director Sue Mathisen reported that the Jasper Mountain contract will end April 25.

Eileen Palmer informed Board members that planetarium director Jon Elvert has taken a directorship at a planetarium in Baton Rouge, Louisiana. |
| Motion to Extend Meeting | | DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD hereby extends the ending time of the meeting to 9:15 p.m. Director Huebner seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-040) |
| 11. Board Member Presentations and Comments | 11A | Committee and Liaison Reports:

LCOG—Director Miller commented that the evaluation process for LCOG Executive Director will begin.

Lane Education Foundation—Director Huebner reported that the LEF has wrapped up planetarium responsibilities and will move on to other projects that help Lane County students.

NSBA—Director Duerst-Higgins reported that sessions from the NSBA Conference are available on-line at nsba.org. |
| 12. Announcement/ Correspondence | 12A | <ul style="list-style-type: none"> • Administrative Professional's week is April 20-26. • National Teacher Appreciation Week is May 4-10. |
| 13. Public Participation | 13 | There was no public participation. |
| 14. Adjournment | 14 | The meeting was adjourned at 9:10 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday, May 27, 2003, beginning at 7:00 p.m., at the ESD Center Building |

Minutes approved:

5-27-03
(date) BJM *bm*

Attachments to official minutes:

1. Courier Client Survey
2. Resolution Reduction Plan

Joe Berney
Joe Berney, Chairperson

J. Michael Keen
Mike Vermillion, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – March 18, 2003

- | | | |
|------------------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Joe Berney called the regular board meeting to order at 7:00 p.m. Tuesday, March 18, 2003, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Michelle Mantel, Sue Mathisen, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Brian Brands, Greg Gruener, Ron Hitchcock and Sandie Hitchcock.</p> |
| 3. Recognition of
Staff and/or Public | 3 | <p>There was no staff or public recognition.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Agenda Review | 5 | <p>There were no changes to the agenda.</p> |
| 6.. Action Items | 6A | <p>The following action items were included in the Consent Agenda approval:</p> <p>(1) Approve Board Minutes of February 25, 2003.
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting February 25, 2003, as submitted.</p> <p>(2) Accept Monthly Human Resources Report
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Human Resources report as approves personnel recommendations.</p> <p>DIRECTOR DUERST-HIGGINS 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 BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 03-034)</p> |
| 6. Discussion/
Reports | 7A | <p>Life Skills Extended Assessment and Program Planning
Life Skills manager Brian Brands and Life Skills teacher Greg Gruener will be presenting at the Council for Exceptional Children National Convention in Seattle in April. The Board received an overview of the information which will focus on a form that Lane ESD Life Skills managers developed that ties statewide assessments to the IEP. The presentation included:</p> <ol style="list-style-type: none">1. Overview of statewide assessments2. How the form was developed and how teachers use it3. Video footage of students being assessed4. Video footage of instruction in low areas5. Using the data to write IEP goals and objectives |

7. Superintendent's Report

8A Financial Report

Dave Standridge, director of business support services, reviewed the February 2003 financial report. He noted that the reduction in school funding formula includes the annual effect of one monthly payment shifted into the following fiscal year and is reflected in the variance.

8B Outcome of Resolution Approval

Outcome of the component district board vote on each of the resolutions was reviewed. Except for Creswell School Districts, districts unanimously passed all resolution services.

8C Budget Reduction Plan

Superintendent Vermillion reviewed activities and distributed a plan regarding budget reductions for 2003-04. (*official attachment*)

Upon approval of 2003-04 resolutions, Lane County school boards also agreed to entertain an alternative plan to deal with the fiscal uncertainty confronting all school districts and the ESD. The alternative plan to be developed by Lane County superintendents and ESD administration would ultimately be submitted to the ESD Board and to the local boards for approval and implementation.

Where are we in the process of developing the plan?

At the February meeting, the administration briefed the Board on the content and nature of the conversation that occurred at the February 20 Superintendents Council meeting. At the time, the disparity between the needs of large and small districts remained large and there was concern that the large districts might not approve some of the resolutions; specifically, resolutions #2, application services (cash in lieu), and #9, life skills. Our concern was not realized as both Eugene and Springfield approved the resolutions unanimously. However, this did not necessarily bring us closer to agreement. Eugene did modify its original request with respect to resolutions #2 and #9. Upon approval, the Eugene Board expressed a desire to have the same level cash for resolution #2 as in the current year and the same number of life skill classrooms (24) as the current year. Initially, they had requested "parity" in resolution #2 and additional life skill classrooms in resolution #9.

Considering difference of opinion among districts, a number of superintendents felt it foolhardy to wait until the March 20 meeting (next regularly scheduled Superintendents Council meeting) to try to reach agreement on a plan. Ivan Hernandez, Fern Ridge superintendent, hosted a March 4 meeting with the expressed purpose of identifying an additional \$1.2 million in reduced ESD resolution services. The ESD administration had already identified approximately \$300,000 out of the \$1.5 million targeted for reduction.

The March 4 meeting ended with the following on the table:

- Reduce resolution #2, administrative application services, to the extent necessary to balance the budget. There is about \$930,000 dedicated as cash in lieu of resolution services.
- Budget PERS at 1-2% less than the 18.58%. The PERS Board has signaled that the employer rate is likely to be reduced. Each 1% = \$75,000.
- Do not cut special education. Do not increase tuition rates for the current level of service. Increase capacity for life skills within the resources allocated to all special education resolution services.
- Reconsider the accrual of the July 2003 SSF payment to current year. The LESD Board agreed not to accrue at their February meeting. At the March 4 Fern Ridge superintendents' meeting, only four districts out of the 15 districts represented, indicated that they would accrue.

Board members agreed with the concept presented by the superintendent.

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|---------------------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. | 8D | Planetarium Update
Mike Vermillion and Eileen Palmer reviewed the latest activities regarding the Planetarium closure. The agreement is currently being developed to transfer assets to the Science Factory. Legal counsel is also developing a document to terminate the intergovernmental agreement between Lane ESD and the Lane County Fair Board. |
| 9. Information from Board Chair | 9 | None at this time. |
| 10. Information from Administrative Staff | 10 | Carol Knobbe reported that the anticipated date for termination of the SCAR/Jasper Mountain contract is April 1.

Michelle Mantel commented that the tables in room 2 will be replaced with lighter, more manageable tables which will create more flexibility in room set-up and usage. Due to the weight of tables currently in room 2, they will be put in areas that do not require them to be moved.

Michelle also reported that technology staff have been attending meetings regarding the decrease in OPEN funding. The staff feel Lane ESD is in good shape to change service provider if required. |
| 11. Board Member Presentations and Comments | 11A | Committee and Liaison Reports:

Lane Education Foundation--Eileen Palmer reported, that with the closure of the Planetarium, the LEF Board has revisited the original goals of the foundation to determine focus and direction. |
| 12. Announcement/ Correspondence | 12 | None at this time. |
| 13. Public Participation | 13 | There was no public participation. |
| 14. Adjournment | 14 | The meeting was adjourned at 9:00 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday, April 15, 2003, beginning at 7:00 p.m., at the ESD Center Building |

Minutes approved:

4-15-03
(date) BJM

Attachments to official minutes:

1, 2003-04 Budget Reduction Plan

Joe Berney
Joe Berney, Chairperson

J. Michael Vermillion
Mike Vermillion, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – February 25, 2003

Executive Session

Chair Joe Berney called the Executive Session to order at 6:10 p.m. under provisions of ORS 192.660 (1)(a) to consider the employment of a public officer. Board members present were: Joe Berney, Sherry Duerst-Higgins, Tom Huebner, Don Kimball, Jerry Miller, and Jim Swanson. Administrative staff members present were superintendent Mike Vermillion and board secretary Barbara McBurnett. The Executive Session was adjourned at 6:45 p.m.

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|------------------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | Chairperson Joe Berney called the regular board meeting to order at 7:00 p.m. Tuesday, February 25, 2003, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson; advisor Chuck Forster. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Michelle Mantel, Sue Mathisen, Carol Wiggins and Barbara McBurnett, recording secretary.

Others attending were: Randy Trummer, Paul Weill, Linda Schoenfeld, Lisa Baber, Jeri Ingallinero, Pam Bonebright, Kathryn Henderson, Mary Jean Knoll, Mary Bork, Nadine Jackson, Laura Krenk, Lynda Harris, Greg Gruener, Ron Hitchcock and Sandie Hitchcock. |
| 2. Recognition of
Staff and/or Public | 2 | In recognition of Classified School Employees Week, March 3 through 7, Chair Joe Berney read the official proclamation from Governor Kulongoski. Board members expressed appreciation for work classified staff perform. |
| 3. Introduction of
Guests | 3 | Guests Ron and Sandie Hitchcock were introduced. |
| 4. Agenda Review | 4 | The following items were added to the agenda: <ul style="list-style-type: none">• Item 6-D, Approve Intergovernmental Agreement with Crow-Applegate-Lorane School District• Item 6-E, Approve Termination of ODE Contract for Education Services for Long-Term Care and Treatment Program• Item 6-F, Approve Transfer of Planetarium Equipment to Science Factory |
| 5. Public Participation | 5 | There was no public participation. |
| 6. Action Items | 6A | The following action items were included in the Consent Agenda approval:
(1) Approve Board minutes of January 21, 2003.
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting January 21, 2003, as submitted.
(2) Accept monthly Human Resources Report and approve personnel recommendations (official attachment) <ul style="list-style-type: none">• Lisa Bateman, Lane School Teacher, Family Leave effective 2/3/03 BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated February 20, 2003.
(3) Approve Grants/Contracts Awarded and Authorize Receipt of Funds
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Grants/Contracts Awarded report dated February 2003, and authorizes receipt of funds. |

(4) Authorize Renewal of Probationary Licensed Staff for 2003-04 (*official attachment*)

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the notification of all affected employees of their change of status, as submitted. For those employees who are renewed, the effective date will be the first working day of the 2003-04 school year.

(5) Authorize Contracts for Licensed, Non-Administrative Staff for 2003-04 (*official attachment*)

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes extending contracts of licensed, non-administrative staff for the 2003-04 year, as submitted.

(6) Authorize Contracts for Licensed, Administrative Staff for 2003-04 (*official attachment*)

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes extending contracts of licensed, administrative staff for the 2003-04 year, as submitted.

DIRECTOR DUERST-HIGGINS 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 BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-028)**

B. Appoint Superintendent and Approve Contract

OSBA search consultant John Young has lead the Lane ESD Board in the search for a superintendent to succeed retiring Mike Vermillion effective July 1, 2003. Board members selected Ron Hitchcock as top candidate for Lane ESD superintendent.

DIRECTOR HUEBNER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD appoints Ronald R. Hitchcock as Superintendent of Lane Education Service District according to provisions of the employment contract between the Board and Ronald R. Hitchcock signed on the 25th day of February 2003. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-029)**

C. Approve April Board Meeting Date

The Lane ESD Board of Directors previously approved April 22 as a regular Board meeting date. Oregon School Boards Association has selected April 22 as the date for the Spring Regional Meeting in Lane County. It is recommended that the regular Lane ESD Board meeting be rescheduled.

DIRECTOR HUEBNER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves April 15, 2003, as the regular meeting date for the month of April. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-030)**

D Approve Intergovernmental Agreement With Crow-Applegate-Lorane School District (*official attachment*)

The intergovernmental agreement for Lane ESD to provide superintendent and business services to Crow-Applegate-Lorane School district was reviewed. The agreement was developed with the input of Lane ESD, the Crow-Applegate-Lorane School District, and attorney Joe Richards.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approve the intergovernmental agreement with Crow-Applegate-Lorane School District to provide superintendent and business services. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-031)**

- E Approve Termination of ODE Contract for Education Services for Long-Term Care and Treatment Program
As discussed at prior Board meetings, SCAR/Jasper Mountain has expressed an interest in terminating the contract with Lane ESD to provide education services at the long-term treatment facility. Springfield School District will be providing the education services for the program.
DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the recommendation by administrative staff to terminate the contract with Oregon Department of Education to provide education services for students in the Long Term Care and Treatment (LTCT) programs at Jasper Mountain/SAFE Center on or before June 30, 2003.
BE IT FURTHER RESOLVED that the Board of Directors of Lane ESD finds a compelling need to enact layoffs and authorizes the administration to implement the provisions of Board Policy GCPA/GCPA-AR Layoff/Recall-Licensed Staff. Director Kimball seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-032)**
- F Approve Transfer of Planetarium Equipment to Science Factory and Approve Sale of Laser Equipment
Information (*official attachment*) was provided and reviewed with Board members regarding the transfer and sale of equipment
DIRECTOR HUEBNER MOVED: WHEREAS, the Lane Education Service District Planetarium is no longer in operation; therefore **BE IT RESOLVED** that the Board of Directors of Lane ESD hereby authorizes the administration to cause ownership of fixed assets (as presented) to transfer from Lane ESD to the Science Factory.
WHEREAS, the Lane ESD Planetarium is no longer in operation; therefore **BE IT RESOLVED** that the Board of Directors of Lane ESD declares the e3503 Laser System installed at the Lane ESD Planetarium as surplus and authorizes its sale in accordance with provisions outlined in the memorandum from Luke Donaher, Laser Fantasy International, dated February 5, 2003; and
BE IT FURTHER RESOLVED that the proceeds from the sale of the e3503 Laser System to be held by the Lane Education Foundation or the expressed purpose to benefit Lane County students in science Education Service District
Director Kimball seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-033)**
- 7A Program Report – Safe and Healthy Schools
This year the school improvement prevention team were recipients of two grants which provide services to the thirteen rural districts in the area of Substance Abuse and Violence Prevention. School improvement specialists Kathryn Henderson, Mary Jane Knoll and Mary Bork provided a brief overview of the services provided through the Safe Schools Healthy Students grant and the Alcohol Abuse Reduction grant.
- 7B Administrative Rule Revision—DI-AR(3) Fiscal Procedures and Responsibilities
As a budget reduction measure, section 8.A., paragraph 3 (page 6-16) of DI-AR(3) has been revised to more accurately reflect the actual cost of personal vehicle usage. Language has been changed as follows: "When an employee uses his/her personal vehicle for authorized travel, he/she shall be reimbursed at ~~the approved IRS rate~~ a rate set annually which is comparable to the cost of operating an ESD vehicle."
- 8A Financial Report
Dave Standridge, director of business support services, reviewed the financial report for January 2003. The report reflects the reduction in school funding formula which includes the annual effect of one monthly payment shifted into the following fiscal year. Interest rates and cash balance are both lower than anticipated during the preparation of the budget.

7. Discussion/ Reports

8. Superintendent's Report

- 8B **Accrual Implications (*official attachment*)**
 Business support services director Dave Standridge and superintendent Mike Vermillion reviewed information regarding implications of accruing the state funding payment shift.
- It is the recommendation of administration that the ESD not accrue the July funds into this fiscal year. While some districts will accrue the funds, most agree that it's another "Enron-style" accounting maneuver to boost the bottom line. The ESD has made the necessary cuts this fiscal year to absorb this one-time funding hit. We feel that postponing a fund problem by using improper accounting maneuvers is neither appropriate nor solves the problem.
- Board members concurred with administration recommendation not to accrue the July 2003 funds to the 2002-03 fiscal year.
- 8C **2003-04 Building Closures**
 As a budget reduction measure, Lane ESD has planned for building closure periods. The closures are:
- March 24-28 (spring break)
 - July 1-7 (July 4th holiday)
 - December 25-January 1 (winter break)
- Management staff have been working with employees on types of leave available to them. A small number of employees will be authorized to work during the closure period for special projects.
- 8D **2003-04 Budget and Resolution Plan**
 At the last meeting, the Board approved submission of resolution services for 2003-04, to local Lane County school boards for their approval by March 1. It is understood that revenue to support the resolutions at the current level of service is problematic and that we will not know for some time the amount of revenue available for 03-04. Therefore, the administration is working with Lane County superintendents to create contingency plans should revenues fall short of the level necessary to sustain resolution services and administrative operations, as we know them.
- At the superintendents' council meeting on February 20, superintendents received information from ESD staff on each resolution and the services received by districts. The intent was to assist in a more complete understanding of those services before development of a plan for resolution reductions.
- Although component districts are not in agreement regarding a possible reduction plan, administration believes the group will overcome differences to find common ground. The ESD's continuing role is to make sure there is equal education opportunity for all students regardless of funding issues. ESD staff will continue to work in collaboration with superintendents to resolve resolution issues.
- 9 **Information from Board Chair** 9 None at this time.
10. **Information from Administrative Staff** 10 None at this time.
11. **Board Member Presentations and Comments** 11A **Committee and Liaison Reports:**
 OSBA—Director Duerst-Higgins reminded Board members that the OSBA Spring Regional Conference will be April 22 at Lane ESD
- LCOG—Director Miller commented that LCOG provides the senior and disabled services for Lane County. At their meeting this week, there will be a discussion on how budget cuts will effect those services.

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|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12. Announcement/
Correspondence | 11B Report from Advisory Board Member
Employment advisor Chuck Forster commented that budget reductions are occurring at local, state, and national programs. These reductions will impact LWP youth programs funding by 10%, which equates to 30 to 50 Lane County teens who will not received services. |
| 13. Public
Participation | 12A Denise Gudger, curriculum coordinator at Eugene School District, sent a letter commending Lane ESD professional/technical coordinator Kristin Gunson for her leadership and professionalism in facilitating a Churchill High School teacher appraisal hearing. |
| 14. Adjournment | 13 There was no public participation.

14 The meeting was adjourned at 9:10 p.m.

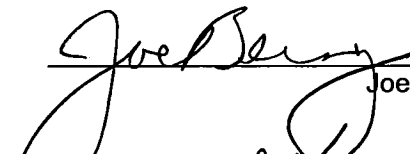
The next meeting of the Lane ESD Board of Directors will be on Tuesday, March 18, 2003, beginning at 7:00 p.m., at the ESD Center Building |

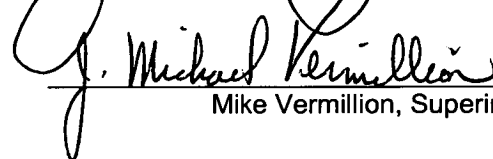
Minutes approved:

3-18-03
(date) BJM

Attachments to official minutes:

1. Probationary Licensed Staff for 2003-04
2. Licensed Non-Administrative Staff of 2003-04
3. Contracts for Licensed, Administrative Staff for 2003-04
4. Superintendent Contract
5. Intergovernmental Agreement with Crow-Applegate-Lorane School District
6. Planetarium Equipment Disbursement Information


Joe Berney, Chairperson


Mike Vermillion, Superintendent-Clerk

EMPLOYMENT CONTRACT BETWEEN

Ronald R. Hitchcock

and the

BOARD OF DIRECTORS OF THE LANE EDUCATION SERVICE DISTRICT

This Employment Contract, made and entered into this 25th day of February by and between the Board of Directors of the Lane Education Service District, hereinafter referred to as District, and Ronald Hitchcock hereinafter referred to as Superintendent.

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

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

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

1. **TERM.** The District hereby employs the Superintendent for a period beginning on the 1st day of July, 2003, and ending on June 30, 2006.

RENEWAL. As provided by ORS 332.505(1)(a) the district school board may elect to issue a subsequent contract for an additional three years at any time. This three-year contract shall automatically be extended as a three-year contract each July 1st of the contract term beginning July 1, 2004, unless by December 15 of the first year of each contract year, the Board elects not to extend the current contract and so notifies the Superintendent by December 15 of such year.

2. **COMPENSATION.** For the 2003-04 fiscal year, the District shall pay the Superintendent a salary of \$97,000.00, payable in monthly installments of \$8,083.33. The Superintendent may receive a salary increase each year, effective July 1, in an amount to be determined mutually by the Superintendent and the Board. The Superintendent's annual salary adjustments shall be coordinated with his annual evaluation. The adjusted salary shall not be less than the salary for the previous year. All adjustments shall be in the form of an amendment and shall become part of this contract. The Superintendent's annual increase shall not be less than the percentage increase granted to other administrative staff of Lane ESD.

The superintendent's compensation is based on a 260-day work year.

The District shall pay to or on the behalf of the Superintendent \$3,000 as a tax sheltered annuity. In addition the District will pay the Superintendent's contribution to the State of Oregon Public Employee Retirement System.

3. PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES OF SUPERINTENDENT.

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

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

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

The Superintendent shall:

- (1) Periodically evaluate or cause to be evaluated all District employees as provided by Oregon statutes and District policy;
- (2) Establish and maintain an appropriate community relations program;
- (3) Endeavor to maintain and improve his professional competency by appropriate available means, including reading appropriate professional journals, and participating in the activities of appropriate professional associations;
- (4) Present his recommendation to the District on any subject under consideration prior to action being taken by the district;
- (5) Be entitled to attend all Board meetings and all board and citizen committee meetings, serving ex officio on such committees.

4. CRITICISM/COMPLAINTS. The Board of Directors, individually and collectively, shall promptly refer all material criticism, complaints and suggestions regarding the district, its program and staff that are called to its attention to the Superintendent for study and recommendation.
5. GOALS AND OBJECTIVES. At an appropriate time as set forth in District policies, the parties shall meet to establish District goals and objectives for the ensuing school year. By July 1 of each year those goals and objectives shall be reduced to writing and shall be among the criteria by which the Superintendent is evaluated as hereinafter provided.
6. EVALUATION. Annually, the District and the Superintendent shall meet in executive session for the purpose of mutual evaluation of the performance of the Superintendent and the District, and the District's purpose of determining its intent to extend or not to extend this contract. The time and date of the executive session shall be agreed upon by the parties sufficiently in advance to permit adequate preparation for a constructive exchange of views.

Individual evaluations shall be a part of the minutes of the meeting where the evaluation occurs and shall be excluded from disclosure under provisions of ORS 192.650(2). The Board shall prepare a written document for public disclosure that accurately reflects the character of the Superintendent's evaluation.

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

7. VACATION AND OTHER BENEFITS. The Superintendent shall be entitled to all benefits applicable to 12-month administrative employees, including but not limited to vacation, illness benefits, leaves, insurance, retirement programs, and the PERS pick-up requirements.
 - A. The Superintendent shall be entitled to 22 days vacation annually in addition to holidays normally observed by the District. In the event of termination or expiration of this agreement, the Superintendent shall be compensated for all accrued vacation days at the salary effective at the time of termination or expiration. All accrued vacation days remaining at the end of each year shall be carried forward for use by the Superintendent in whatever position he fills for the Lane ESD.
 - B. The Superintendent's accumulated sick leave shall accrue to the Superintendent's account in accordance with Oregon Revised Statutes (ORS 332.507), up to 90 days.

8. AUTOMOBILE ENTITLEMENT. In light of the unique nature of the professional duties of the Superintendent, District shall provide Superintendent with an automobile for his use and activities as Superintendent. The automobile may also be used for transportation to and from work and for minor personal activities. The automobile shall be fully maintained by the District including but not limited to keeping the automobile in safe, usable condition and providing for all business-related expenses incidental to automobile usage. Superintendent shall compensate District for private use, under guidelines adopted by the Board of Directors.
9. CIVIC AND PROFESSIONAL INVOLVEMENT. A goal of Lane ESD is to inform the general public about the purposes of the agency. The Board and the Superintendent agree that this goal is served when the Superintendent is actively involved with community service organizations, as well as professional associations such as COSA. The District shall make available up to \$1,000 per year for membership dues, and shall reimburse the Superintendent for routine expenses of the Superintendent related to support his participation in civic and professional organizations.
10. TELEPHONE. In light of the unique nature of the professional duties of the Superintendent, it is imperative for him to be able to be in communication with key staff members when conducting the business of the District while outside of the ESD Center Building. To assist in this, the District will furnish the Superintendent a cellular telephone and the Superintendent will reimburse the District for his personal use thereof.
11. EXPENSES. The District shall reimburse the Superintendent for all actual and necessary expenses, other than transportation costs described in Clause 8 above, incurred by him within the scope of this employment. The superintendent shall make monthly reports to the Board
12. TERMINATION OF EMPLOYMENT CONTRACT. This Employment Contract may be terminated by:
 - A. Mutual agreement of the parties.
 - B. Disability of the Superintendent.
 - C. Retirement of the Superintendent, upon 120 days prior written notice.
 - D. Resignation of the Superintendent, upon 120 days prior written notice.
 - E. Discharge for cause.
 1. In the event of disability by illness or incapability, the Superintendent shall be entitled to exhaust accrued sick leave and vacation. If the Superintendent remains unable to resume the normal discharge of his duties for a period of 30 days beyond exhaustion of such leaves, the District may terminate this contract by serving written notice 10 days prior to the effective date.

If a question or disagreement exists concerning the capacity of the Superintendent to return to his duties, the District may require the Superintendent to submit to a medical examination, to be performed by a physician mutually agreed upon by the parties. The expense of the examination shall be borne by the District. The physician shall limit his/her report to the issue of the Superintendent's ability or disability to discharge the duties of his position at the time of the examination and in the foreseeable future.

2. Discharge for cause shall mean discharge for failure to comply to the terms of this contract or for any reason that is grounds for termination of a permanent teacher as specified in ORS Chapter 342. Notice of discharge for cause shall be given in writing and the Superintendent shall be entitled to a hearing before the Board to discuss and refute such charges. The Superintendent may choose to be accompanied by legal counsel at such a meeting, which shall be conducted in closed, executive session unless the Superintendent requests a public hearing. The Superintendent shall be provided with a written record of the meeting and the Board's determination.

13. SAVINGS CLAUSE. If, during the term of the Employment Contract, it is found that a specific clause or portion of a clause is contrary or becomes contrary to state or federal law, the remainder of the contract not affected by such a ruling shall remain in force.

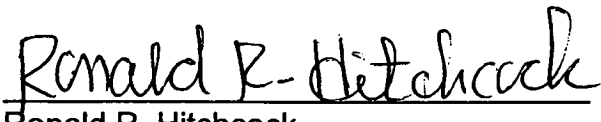
14. MODIFICATION. This contract may only be modified in writing by mutual agreement of the parties.

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

LANE EDUCATION SERVICE DISTRICT

BY:


Joe Berney, Chair
Lane ESD Board of Directors


Ronald R. Hitchcock
Superintendent (July 1, 2003)

Lane ESD
Licensed/Professional Staff
Recommendations for 2003-04 Contract Extension
REVISED
February 25, 2003

Name	Position	Hire Date
Probationary		
Burke, Catherine	Child Development Specialist	01/07/2003
Hoglan, Valerie	Child Development Specialist	01/07/2003
Jackson, Nadine	Specialist, Prevention	02/07/2003
Krupicka, Amber-Dawn	Child Development Specialist	01/07/2003
Kanealey, Patrick	Teacher, Court School	01/15/2003
Park, Debra	Child Development Specialist	01/07/2003
Stutte, Nicole	Child Development Specialist	01/07/2003
Probationary to Probationary 1		
Bianco, LeAnn	Teacher, Life Skills	08/28/2002
Duvall, Tamara	Teacher, Life Skills	08/28/2002
Gruener, Gregory	Teacher, Life Skills	08/27/2002
Jonas, Steven	Specialist, Life Skills	08/28/2002
Kaplan, Rachel	Teacher, Lane School	08/28/2002
Sharp, Keri	Teacher, Lane School	08/28/2002
Silberberg, Aron	Teacher, Life Skills	08/28/2002
Small, Abigail	Teacher, Life Skills	08/27/2002
Stattler, Angela	Teacher, Lane School	08/28/2002
Willow, Stephan	Teacher, Juvenile Justice Center	04/11/2002
Wonitowy, Kelly	Speech/Language Therapist	08/28/2002
Probationary 1 to Probationary 2		
Bork, Mary	Curriculum/Teaching Support Specialist	10/01/2001
Probationary 2 to Probationary 3		
Holcomb, Candace	Teacher, Life Skills	08/28/2001
Knutson, Todd	School Psychologist	08/29/2001
Marrone-Thompson, Katherine	School Psychologist	08/29/2001
McDonald, Diana	Teacher, Life Skills	08/29/2001
Middleton, Brian	Teacher, Life Skills	10/16/2001
Smith, Tonya	ESD Consultant/Autism Consultant	08/29/2001
Probationary 3 to Non-Probationary		
Hayden, Rosannah	Speech Therapist	08/29/2000

Non-Probationary

Aaron, Gigi	ESD Consultant/Autism Consultant	08/28/1990
Armstrong, Michael	School Psychologist	09/01/1993
Bailey, Michael	School Psychologist	08/29/1991
Barbour, Joshua	Teacher, Lane School	09/01/1999
Bateman, Lisa	Teacher, Lane School	08/29/2000
Berger, Carol	Language & Speech Therapist	09/01/1987
Brannan, Patricia	Teacher, Life Skills	12/02/1996
Brenneman, Todd	Teacher, Life Skills	09/01/1999
Coiner, Robert	Specialist, Curriculum/Teaching Support	12/02/1996
Crain, Dan	Teacher, Life Skills	08/29/1995
Curtis, Robert	Specialist, Curriculum/Teaching Support	08/03/1998
Deeks, Virginia	Language & Speech Therapist	08/29/1989
Dilliplane, Dorothy	Teacher, Lane School	08/28/1990
Faulkner, Cheryl	Teacher, Life Skills	08/29/1989
Fields, Valda	ESD/Autism Consultant	01/10/1994
Galbreath-Sheredy, Gail	Teacher Consultant	08/29/1995
Gentile, Irma	Teacher, Life Skills	07/01/1998
Glenn, Anne	Teacher, Life Skills	09/01/1999
Granzin, Alexander	School Psychologist	08/25/1980
Gunson, Kristin	Specialist, Curriculum/Teaching Support	08/03/1998
Henderson, Kathryn	Specialist, Curriculum/Teaching Support	09/01/1989
Hornfelt, Lori	Augmentative Communication Specialist	08/29/1995
Itzkowitz, Sandy	Teacher, Life Skills	09/02/1998
Kemp, Dorothy	Teacher, Lane School	09/01/1987
Kenyon, Wendy	Teacher, Lane School	08/31/1999
Kozlowski, Jean	Teacher, Life Skills	10/26/1988
Krenk, Laura	Teacher, Life Skills	08/28/1990
Lary, Lynn	Specialist, Technology/Learning Support	10/03/1994
Lee, Richard	School Psychologist	08/28/1997
Lesch, Sandra	Teacher, Lane School	09/27/1988
Libby, Donna	ESD/Autism Consultant	09/01/1999
Madison, David	Teacher, Lane School	08/27/1997
McCormack, Catherine	School Psychologist	08/27/1997
Michaels, Christopher	Teacher Consultant	10/14/1996
Myska, Margaret	School Psychologist	08/27/1997
O'Neil, Eugene	Teacher, Life Skills	08/29/1995
O'Shea, Diana	Teacher, Life Skills	08/28/1996
O'Shea, Rick	Teacher, Life Skills	08/31/1994
Passenger, Bradley	ESD/Autism Consultant	09/01/1999
Pierce, Alan	Teacher, Juvenile Justice Center	08/20/1984
Reinker, Patricia	School Psychologist	08/28/1978
Siemerink, Monique	School Psychologist	02/02/1987
Smith, Stephanie	School Psychologist	08/29/1989
Thames, Scott	Teacher, Life Skills	01/28/1982
Thomas, Sheila	Teacher, Life Skills	08/28/1990
Thompson, Annette	Language & Speech Therapist	09/01/1993
Tolbert, Barbara	ESD/Autism Consultant	08/29/1995

Non-Probationary - Continued		
Waggoner, Mickey	Teacher, Life Skills	08/27/1979
Wallace-Blanchard, Robyn	School Psychologist	09/01/1987
Wiley, Martha	ESD/Autism Consultant	09/01/1999
Wilson-Knoll, Mary Jean	Specialist, Curriculum/Teaching Support	08/03/1998
Wright, Colleen	Teacher, Life Skills	08/27/1997
Young, Robert	Specialist, Curriculum/Teaching Support	07/13/2000
Non-Extension		
None		
Non-Renewal		
None		

Lane ESD
Licensed Administrative Staff
Recommendations for 2003-04 Contract Extension
February 20, 2003

Name	Position	Hire Date
Probationary2 to Probationary 3		
Brands, Brian	Manager, Special Education	08/13/2001
Henderson, Ludean	Manager, Special Education	08/01/2001
Non-Probationary		
Black, Kim	Manager, Special Education	08/29/1995
Hartshorne, Robin	Manager, Special Education	08/31/1994
Mathisen, Sue	Director, Special Education	08/29/1989
Palmer, Eileen	Director, Superintendent Contract Services	01/04/1999
Telep-Manclark, Donna	Manager, Special Education	11/17/1997
Weill, Paul	Manager, School Improvement	08/19/1996

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
LANE EDUCATION SERVICE DISTRICT
and
CROW-APPLEGATE-LORANE SCHOOL DISTRICT NO. 66**

SUPERINTENDENT SERVICES AND FINANCIAL SERVICES

THIS INTERGOVERNMENTAL AGREEMENT is made between LANE EDUCATION SERVICE DISTRICT ("ESD") and CROW-APPLEGATE-LORANE SCHOOL DISTRICT NO. 66 ("Crow" or "District") this ____ day of February, 2003, each party being a local unit of local government.

WHEREAS, there is a desire to better utilize resources and to improve quality, Crow would like to obtain Superintendent services and financial services from the ESD, and the ESD is willing to provide such services to Crow; and

WHEREAS, ORS 190.010 authorizes units of government to enter into agreements for the joint performance of any or all functions and activities that either party to the agreement has the authority to perform;

NOW, THEREFORE, the parties hereby agree as follows:

A. **Term.** This agreement shall commence effective January 1, 2003, and end June 30, 2004. If either party notifies the other in writing on or before March 15, beginning with the year 2004, that this contract will not be renewed, this contract shall be automatically extended for one additional year upon the same terms and conditions, except for the amount of compensation for the services, which sum shall be negotiated, unless the parties otherwise mutually agree.

B. **Services to Be Provided By ESD.**

1. **Superintendent Services.** ESD will provide Superintendent services equal to 0.5 FTE through Eileen Palmer for the period of the Agreement. Eileen Palmer, hereinafter referred to as "Superintendent" shall have the primary responsibility for the execution of Board policy, goals and directives, whereas the Crow Board shall retain the primary responsibility for formulating and

adopting said policy, goals and directives. The Superintendent shall direct and assign the staff of the District; shall organize, reorganize and arrange the administrative and supervisory staff as best serves the District; shall select all personnel subject to the approval of the Board; shall suggest policy regulations, rules and procedures deemed necessary for the well ordering of the District, and in general perform all duties incident to the office of Superintendent and such other duties as may be specified and/or delegated by the Board, all within the 0.5 FTE specification of the assignment.

(a) Criticism. The Crow Board, collectively and individually, shall promptly refer to the Superintendent all criticism, complaints, and suggestions relating to the Superintendent, staff and programs, for study and recommendation. The Superintendent shall have the right to attend all Board meetings and all Board and citizen committee meetings. However, the Board Chair and Superintendent may mutually agree to the Superintendent's absence on occasion.

2. Business Services. The ESD shall also provide to Crow the following business services: Payroll; Accounts Payable; Recording of Revenue; Financial Reporting to Oregon Department of Education; Reporting Fixed Assets; Preparation of Materials required for use by the auditors; and Budget Preparation. The business services shall include all functions and costs normally associated with such services, and shall include all grants, but shall exclude audit and legal services, both of which shall be contracted by Crow. Crow shall continue to prepare the monthly payroll through March 2003 and ESD shall print the individual checks and deposit records and all summary data, reports, and payments. All payroll functions shall be performed by ESD staff starting with the pay period of April 2003. Specifically, ESD staff will prepare monthly accounting reports for Crow's administrative and Board approval, and prepare all necessary and required budget materials to reflect the decisions of the budget officers, budget committee, and the Board. Beginning July 1, 2003, ESD will provide business services for student body accounts, student body funds, transportation and food services.

C. Compensation. Crow shall pay ESD the sum of ONE HUNDRED TWELVE THOUSAND FIVE HUNDRED DOLLARS (\$112,500), of which THIRTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$37,500) pays for the first six (6) months of the contract, and SEVENTY-FIVE THOUSAND DOLLARS (\$75,000) pays for the remaining twelve (12) months of the contract.

D. Superintendent's Professional Activities. The Superintendent shall inform the Crow Board

about any meetings or visits that will cause the Superintendent to be absent from the District to the extent such meetings or visits would prevent the superintendent from fulfilling her 0.5 FTE responsibilities for any week in question and, as appropriate, report on such activity to the Board.

The Board may require the Superintendent not be absent from her District duties and responsibilities.

E. Superintendent License. The Superintendent shall maintain through the life of the Agreement a valid and appropriate license to act as Superintendent of schools as required by the State of Oregon. Should the Superintendent fail to maintain such a license in good standing, Crow may seek any appropriate remedy under this Agreement, including termination of this Agreement.

F. Evaluation. By June 30, 2003, and again by January 15, 2004, and each subsequent June and January, the Crow Board and the Superintendent shall meet in closed executive session for the purpose of evaluation of the performance of the Superintendent and for the purpose of expressing recommendations and observations on how such performance may be improved. The Superintendent shall be evaluated on job performance, the Superintendent's professional goals set by the Board and the Superintendent and the District's goals. The Superintendent has a responsibility to place on the Board agenda at least one meeting prior to the above June and January dates an executive session for evaluation purposes. In conducting its evaluation, the Board may first require the Superintendent to submit a self-evaluation based upon the above criteria.

G. Professional Activities. With prior approval of the Crow Board the Superintendent may undertake consulting work, speaking engagements, writing, and other professional activities for honoraria and expenses, provided such activities do not interfere with the Superintendent's normal duties consistent with the 0.5 FTE assignment.

H. Work Year. The Superintendent will be required to render eleven (11) months of 0.5 FTE regular service to the District during each full annual period covered by the Agreement. For the 12th month, the month of July, the Superintendent will not be required to be in attendance, in that the Superintendent is granted twenty (20) days vacation in addition to the paid holidays of Independence Day (4th of July), Labor Day, Veteran's Day, Thanksgiving holidays (2 days), Christmas Day, New Year's Day, Martin Luther King Day, and Memorial Day.

I. Fringe Benefits. The Superintendent will participate in the fringe benefits provided by the ESD and the cost of such benefits are provided by the ESD, without additional cost to Crow.

J. Expenses. Crow shall reimburse ESD for any approved incidental expenses incurred by the Superintendent for the benefit of Crow, except that Crow shall pay no travel expense to the Superintendent for travel in Lane County, nor pay the cost of any Superintendent cell phone expenses.

K. Termination.

1. Either party may terminate this Agreement at any time for cause. For Crow, cause shall mean conduct of the Superintendent which is seriously prejudicial to, and which substantially affects, the fundamental mission of Crow, including but not limited to breach of contract, or conduct for which the Oregon Teacher Standards and Practices Commission may suspend or revoke the license of a teacher or administrator as set out in ORS 342.175. Cause, with respect to the Business Services outlined in ¶ B.2. of this Agreement shall mean any material failure to provide the contracted business and financial services if, after ten (10) days prior written notice, such material failure or failures have not been corrected.

2. Should the Superintendent, Eileen Palmer, be unable to perform the duties of the Superintendent's position because of illness or other cause, Crow may, at its option, terminate this contract, whereupon the respective duties, rights, and obligations of the parties shall terminate, upon the provision that procedural steps identified in K.1 shall apply.

3. ESD may terminate this Agreement for cause in the event Crow is in material breach of this contract, and such breach has not been corrected upon ten (10) days prior written notice.

4. Notice of termination for cause under provisions of ¶K; ¶K.2 or ¶K.3 shall be given in writing at least ten (10) days prior to the effective date of the termination of the Agreement, which notice shall include a statement of the reasons constituting cause. Either party shall have the right to appear before the Board of the other in closed executive session and the right to a written decision describing the results of the hearing. This provision does not constitute a waiver of any rights of ESD or Crow to enforce this contract in any legal action available by applicable law.

L. Superintendent Vacancy. Should the Superintendent position be vacated during the term of the agreement, representatives of the ESD Board and Crow-Applegate-Lorane Board shall meet within ten (10) working days, or as is reasonably practicable, to agree on a process and procedure for filling the vacant position.

M. Indemnity. Each party shall indemnify and hold harmless the other party, its officers, agents, and employees from any and all liability arising as a result of the activities performed pursuant to this Agreement, which was caused or contributed to in whole or in part by such party. Nothing in this hold harmless provision shall be deemed to create a liability for either agency in excess of the Oregon Tort Claims Act, nor shall any individual Board member be considered personally liable to indemnify the other party with respect to such demands, suits, actions, or legal proceedings.

N. Notices. Any notices that are required under the terms of this contract shall be mailed by regular first class mail or hand delivered to the other party.

O. Modification. This Agreement supersedes all prior agreements and understandings between the parties. The parties may, during the term of this Agreement, mutually agree to modify any of its terms, which modification shall be in writing, signed by authorized agents of the parties, and attached to this agreement.

IN WITNESS WHEREOF, each of the parties, pursuant to the authority of the Boards of Directors of the respective Districts, have caused this Agreement to be signed this ____ day of February, 2003.

**CROW-APPLEGATE-LORANE
DISTRICT 66**

**LANE EDUCATION SERVICE
DISTRICT**

BY: _____

Chair, Board of Directors

BY: _____

Chair, Board of Directors

February 5, 2003

TO: Jon Elvert
Lane ESD Planetarium
FROM: Luke Donaher
Laser Fantasy International (LFI)
RE: Lane ESD's e3503 Laser System

Dear Jon,

As per our discussions, this document is a value assessment of the current laser system that is installed in the Lane ESD Planetarium.

System Components:

Laser Fantasy International e3503 Full Performance Projector
Coherent Enterprise Laser and Power supply
Pangolin QM-32 Pro board and computer
System electronics
Remote Beam Head

System value in full operating condition: \$45,000

Cost to bring system to full operating condition:

Repair of Enterprise Laser: \$15,000

Repair of Cambridge Scanners: \$4,000

New components and refurbishment of projector and electronics: \$5,000

Total Costs: \$24,000

Fair market value: \$21,000

LFI offers to sell the Lane ESD Laser Projector on consignment. LFI will pay Lane ESD \$25,000 once the system is sold. LFI will be responsible for costs of de-installation, shipping, and travel. We have leads which should have purchase within the year.

If this is satisfactory to the Lane ESD Planetarium, please sign and return. LFI will be happy to arrange logistics for projector removal within the schedule of the Lane ESD Planetarium.

Sincerely,

Luke Donaher

Luke Donaher

Manager of Museums and Planetariums

Approval of Lane ESD Planetarium: Signature: _____

Date: _____ Title: _____

Planetarium Equipment

- ◆ Fixed assets such as dome, seats, and control console
- ◆ Star instrument
- ◆ Sound and automation systems
 - ◆ OMSI has expressed interest in purchasing our sound system. The Planetarium has two sound systems - an older, but functional system used prior to upgrading to the current system. The upgraded system includes five 12" speakers and two 16" sub-woofers, one 12-channel mixer, one crown amp, one pre-amp and an equalizer. This system could be sold for approximately \$3K. The older sound system, which would remain, includes six speakers, two 8-channel mixers, one amp and one pre-amp.
- ◆ Two Sony Superbright video projectors (auxiliary projectors)
- ◆ Three computers
- ◆ Twenty effect projectors
- ◆ Twenty-five slide projectors
- ◆ Two sound mixing boards
- ◆ Two sets of speakers and sub-woofers
- ◆ Three laser disc players
- ◆ VHS and CD players
- ◆ Two eight-track ADAT players
- ◆ Three telescopes (not including the 16" telescope)
- ◆ Lots of tools
 - ◆ Hammers
 - ◆ Drills
 - ◆ Screw drivers
 - ◆ Bench vice, etc
- ◆ Books
- ◆ Curriculum materials and sundry items
- ◆ Office equipment
- ◆ Two reel-to-reel tape recording machines

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – January 21, 2003

Executive Session

- Chair Joe Berney called the Executive Session to order at 5:30 p.m., under provisions of ORS 192.660 (1)(a) to consider the employment of a public officer. Board members present were: Joe Berney, Sherry Duerst-Higgins, Tom Huebner, Don Kimball, Jerry Miller, and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion and Board secretary Barbara McBurnett. The Executive Session was adjourned at 6:45 p.m.

Special Meeting

The special meeting was called to order at 6:50 p.m.

At the December meeting, the Board was briefed on the status of the revenue shortfall in the 2002-03 Budget. A plan for dealing with the shortfall was reviewed. The \$1.4 million plan was developed with three levels of cuts in mind:

Level 1 \$875,000	Result of Special Sessions & December Revenue Forecast
Level 2 350,000	If Measure 28 Defeated
Level 3 175,000	If March & May Forecasts Lower

These reductions include the following recommendations:

- Discontinue the cooperative purchasing enterprise program (inadequate revenue for service fees)
- Discontinue printing/production enterprise program (inadequate revenue from service fees)
- Discontinue the communications, marketing and government relations (general fund revenue shortfall)
- Implementation of layoff policies

Auditors Jones & Roth performed an operational analysis of cooperative purchasing and production/printing which supports these recommendations (*official attachment*).

The proposed plan was presented to Lane County superintendents and ESD staff prior to the Board meeting.

After review of the recommendations, Board consensus was to add the proposed actions to the Board agenda as Item 6E.

The special meeting was adjourned at 7:40 p.m.

1. Regular Meeting Call to Order	1	Chairperson Joe Berney called the regular board meeting to order at 7:45 p.m. Tuesday, January 21, 2003, in accordance with the agenda and public notice of the meeting. Board Members present were: Joe Berney, Sherry Duerst-Higgins, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Michelle Mantel, Sue Mathisen, Carol Wiggins and Barbara McBurnett, recording secretary. Others attending were: Jeri Ingallinero
3. Recognition of Staff and/or Public	3	There was no staff or public recognition.
4. Public Participation	4	There was no public participation.
5. Agenda Review	5	Item 6E, action authorizing recommendations regarding cooperative purchasing, printing/production, and communications, marketing, and government relations; and authorizing implementation of layoff policies, was added to the agenda.

6. Action Items

6A The following action items were included in the Consent Agenda approval:

(1) Approve Board minutes of December 10, 2002

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting December 10, 2002, as submitted.

(2) Accept monthly Human Resources Report and approve personnel recommendations

- Appointment: Patrick Kanealey, Court School Teacher, 1/15/03

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated January 15, 2003.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-024)**

6B Authorize Submission of 2003-04 Resolutions to Local District Boards

The 2003-04 resolutions, which are basically unchanged from the 2002-03 resolutions, were reviewed. The resolutions were shared with superintendents at their January 16 meeting. The component district resolution approval form contains language regarding the possible need to reduce the extent and nature of services provided. Upon Board approval, the resolutions will be submitted to component district boards for approval.

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the 2003-04 resolutions as presented and authorizes submission of the resolutions to Lane County school boards for review and action. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-025)**

6C Authorize OSBA to Appeal the ESD's Notice of PERS Rate Increase

At the December Board meeting, the Board authorized this OSBA resolution. There has been a date change within the text of the resolution, which again requires Board action. Information regarding OSBA's challenge to the PERS rate increase was reviewed as well as the OSBA recommended resolution.

The OSBA Board is encouraging school boards to challenge the Public Employees Retirement Board's (PERB) employer contribution rate. The proposed 5.49 percent increase for K-12 employers pushes school district rates to 18.58 percent - not counting the 6 percent employee "pick-up" some districts also pay for their employees.

The OSBA Legal Assistance Trust Board voted to pay the cost of appealing the rate increases for **ALL** OSBA members who join this effort.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes OSBA to appeal on its behalf, through outside counsel and at OSBA's expense, the ESD's notice of rate increase received from PERS. Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-026) (official attachment)**

6D Authorize Special Meeting

A special meeting to act on recommendations regarding the 2003-04 budget was not needed. The Board chose to take recommended actions at this meeting.

6E The Board of Directors took the following actions based on information presented at the special session prior to the Board meeting:

- Authorize Recommendations Regarding Cooperative Purchasing
- Authorize Recommendations Regarding Printing/Production
- Authorize Recommendations Regarding Communications, Marketing and Government Relations
- Authorize Implementation of Layoff Policies

DIRECTOR KIMBALL MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts recommendations by administration to discontinue the Cooperative Purchasing enterprise program due to inadequate revenue from service fees to support the program, and to begin to phase out for closure on or before June 30, 2003.

BE IT RESOLVED that the Board of Directors of Lane ESD accepts recommendations by administration to discontinue the Printing/Production enterprise program due to inadequate revenue from service fees to support the program and to begin to phase out for closure on or before June 30, 2003.

BE IT RESOLVED that the Board of Directors of Lane ESD accepts recommendations by administration to discontinue the Communications, Marketing and Government Relations function due to general fund revenue shortfalls to support the function, and to begin to phase out for closure on or before June 30, 2003.

BE IT FURTHER RESOLVED that the Board of Directors of Lane ESD supports the administration's direction in planning for further reductions.

BE IT RESOLVED that the Board of Directors of Lane ESD finds a compelling need to enact a reduction in force and authorizes the administration to implement the provisions of the Board Policy GDPA—Layoff/Recall-Classified Staff and CPA—Layoff/Recall-Administrative Confidential Personnel.

7. Discussion/
Reports

7A Media Services Report

Media services manager Gary Ross presented information regarding the services and activities of the media and couriers services department. Highlights include:

- Courier services—materials and mail delivery to Lane County schools
- Media library—30,000 volume video, DVD and film library, as well as kits, models and demonstration apparatus
- Teacher resource center—5,000 volume professional library
- Correlation of existing media collection to state curriculum standards

7B Revision to Administrative Rule CPA-AR, Layoff/Recall – Administrative/Confidential Personnel

This administrative rule has been updated to include language that was inadvertently omitted during the revision process, and is submitted for Board information.

8. Superintendent's
Comments/Information

8A Financial Report

Dave Standridge, business support services director, reviewed the financial report for December 2002.

8B Proposed Budget Reductions for 2002-03

Budget reductions were discussed at the special session prior to the Board meeting. Recommended actions were added to the agenda, and no further discussion was needed.

8C Revenue Implications for the 2003-04 Budget

The revenue shortfall for 2003-04 could be up to another \$1.5 million on top of the cuts proposed for the current year. A proposed increase in the PERS employer contribution rate to \$18.58 from 12.73% is included in this estimate.

Reductions made so far have been administrative and those that are “invisible” to districts. Currently, ESD staff is working on an internal process of looking at each resolution service to develop plans for reducing those budgets, while keeping in mind all services are important to somebody. A plan will be submitted to superintendents for reaction in February. The information will be shared with the Board at the February 25 meeting.

8D Planetarium Update

Mike Vermillion and Eileen Palmer updated the Board on the latest conversations regarding the Planetarium. Options currently include moving Skyvision equipment to the University of Oregon; OMSI is interested in acquiring Skyvision equipment; Florida State University has expressed an interest in purchasing Skyvision equipment; the Science Factory has expressed interest in purchasing Planetarium equipment without Skyvision and Laser Fantasy.

9. Information from Board Chair

9 None at this time.

10. Information from Administrative Staff

10 Carol Knobbe reported that the guarantee for the new ESD building roof is for 15 year; however, reports indicated that this particular type of roof lasts substantially longer.

11. Board Member Presentations and Comments

11A Committee and Liaison Reports:

LCOG—Director Miller reported that the LCOG Board of Directors will meet Thursday at Lane Community College.

12. Announcement/ Correspondence

12A None at this time.

13. Public Participation

13 There was no public participation.

14. Adjournment

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

The next regular meeting is schedule to be held at 7:00 p.m. on Tuesday, February 25, 2002, at the Lane ESD Administrative Offices, 1200 Hwy 99N.

Minutes approved:

2-25-03 BJM
(date) BJM

Attachments to official minutes:

- 1, Jones & Roth Operational Analysis of Co-op Purchasing and Production
2. Appeal Notice of PERS Rate Increase

Joe Berney
Joe Berney, Chairperson

J. Michael Keull
Mike Vermillion, Superintendent-Clerk

LANE EDUCATION SERVICE DISTRICT
Eugene, Oregon

OPERATIONAL ANALYSIS

Co-Op Purchasing (Fund 510)
Production (Fund (601)

Jones & Roth, P.C.
432 W. 11th Avenue
PO Box 10086
Eugene, OR 97440-2086
541-687-2320

OPERATIONAL ANALYSIS
Co-Op Purchasing (Fund 510)
Production (Fund 601)

	<u>Pages</u>
Letter	1 - 4
Schedule 1 : Co-Op Purchasing (510) - Revenues vs. Expenditures	5
Schedule 2 : Co-Op Purchasing (510) - Expenditures	6
Schedule 3 : Co-Op Purchasing (510) - Income (Loss)	7
Schedule 4 : Production (601) - Revenues vs. Expenditures	8
Schedule 5 : Production (601) - Expenditures	9
Schedule 6 : Production (601) - Income (Loss)	10



January 16, 2003

Mike Vermillion
Superintendent
Lane Education Service District
1200 Highway 99 North
Eugene, Oregon 97402-2033

We have analyzed the revenues and expenditures of Co-Op Purchasing (Fund 510) and Production (Fund 601) for recent years for which information is comparable to determine the direct economic effects of these funds on overall District operations. We have also discussed certain other direct and indirect factors regarding the operations of these funds with David Standridge, Carol Knobbe, Gary Ross, and Carol Wiggins.

In order to determine the costs and benefits of these fund's services and the overall economic impact to the District of eliminating either fund's operations, a number of different factors should be considered, including:

- Revenues generated from customers outside of the District.
- Interfund revenues from services provided to other District departments. This must be compared with the cost of obtaining replacement services from outside vendors.
- Direct operating expenses (payroll, benefits, materials and supplies) of the two services.
- Equipment costs, depreciation, and other usage charges for the two services (including projections of future costs).
- Indirect operating costs (utilities, telephone, custodial, insurance, building repairs, and maintenance) for the facilities used by the two services (which are currently provided by the General Fund).
- Possible alternate revenue which could be obtained by leasing out unused space.
- Direct costs of discontinuation of services such as moving costs, equipment disposition (net of possible proceeds from sales), environmental remediation, remodeling, etc.
- Increased efficiency to other departments due to increased working space, improved storage, or better access to facilities (such as the loading dock).
- Staff time related to supporting these activities indirectly (personnel, facilities management, accounting, billing, collections, and supervision).
- Indirect costs of discontinuation such as staff time to reorganize space, move facilities, etc.

There may be other factors which should be considered which were beyond the scope of our analysis.

LANE EDUCATION SERVICE DISTRICT
Operational Analysis
Co-Op Purchasing (Fund 510)
Production (Fund 601)

Attached are the following charts for Co-Op Purchasing (Fund 510):

- **Schedule 1:** This shows revenues versus direct expenditures for the last six years . Costs have remained fairly constant while revenues are generally decreasing.
- **Schedule 2:** This shows expenditures by category. The major expenditure is for payroll and benefits. There is little room to further reduce expenditures; payroll costs and benefits are likely to increase.
- **Schedule 3:** This shows net profit (loss) for the last six years based on direct costs only. The last profit was in 1998. Not all costs are necessarily reflected on this schedule.

Attached are the following charts for Production (Fund 601):

- **Schedule 4:** This shows revenues versus direct expenditures for the last four years (information for prior years is omitted because it was not deemed to be comparable). Costs have been substantially reduced, but further significant reductions are unlikely. Revenues are flat or generally decreasing.
- **Schedule 5:** This shows expenditures by category. The major expenditure is for payroll and benefits. There is little room to further reduce expenditures; payroll costs and benefits are likely to increase.
- **Schedule 6:** This shows net losses for the last four years based on direct costs only. This service has probably never been self-supporting. Not all costs are necessarily reflected on this schedule.

Based on this analysis and the discussions indicated earlier in this letter, we make the following observations and recommendations:

- The economic analysis of direct revenues and direct expenditures, based on this historical information is fairly straightforward - the average direct dollar savings, per year, are likely to be approximately \$25,000 - \$30,000 and \$45,000 - 55,000 for Funds 510 and 601, respectively.

Other factors are difficult or impossible to quantify, however based on the information supplied to us, the following appear to be reasonable conclusions:

- The demand for these services is declining while the costs of providing the services are likely to increase.
- The services provided by these two funds are readily available from other sources in the community and the effect on current customers is unlikely to entail significant hardship.
- Indirect expenditures for utilities, insurance, custodial, etc. will probably not decline by a significant amount. This is due to the marginal cost of providing these items and the likelihood that alternate uses of the space will require similar support. It is possible that certain costs could actually increase depending on the alternate uses.

LANE EDUCATION SERVICE DISTRICT

Operational Analysis Co-Op Purchasing (Fund 510) Production (Fund 601)

- The warehouse space will probably not be surplus space available to lease to outside parties. The current warehouse space, is either required by current operations (such as the loading dock), or will provide added efficiency and benefit to remaining District services (media, mailroom, courier, etc.).
- The cash proceeds of selling equipment from the two operations is not likely to be significant; certain items would need to be retained such as the forklift and a pallet jack. Other items would probably be useful to keep based on their value to the District's remaining operations and the limited amount that could be realized from their sale (such as the paper cutter). Much of the equipment is not the latest technology and the costs of shipping to a new owner are high in proportion to the value of the equipment itself.
- Other services used by the two funds, such as the courier service, have costs which are predominantly fixed (except for approximately 0.2 FTE for additional summer staffing to assist Co-Op Purchasing); no significant reduction in the costs of other services should be expected.
- Space allocated to Fund 510 consists of a warehouse and related loading dock. The loading dock is important to the remaining District operations. Also, a significant portion of the warehouse space would still be useful for storage. Some of the space can be effectively used by the District to buy items in bulk which could lead to overall cost savings. Significant space would be freed by the removal of paper inventory, however it is unlikely that extra floor space would be obtained. Instead, there would be less need to store items vertically, thus making the existing storage more efficient.
- Space currently allocated to Fund 601 includes approximately 1,600 for the print shop, 1,120 for the photo lab, and 800 for production/graphic arts. Of this space, the area currently allocated to production/graphic arts is the most usable and could probably be converted to useful space for other departments. The print shop and photo lab are both large spaces potentially usable for other services or outside tenants, but both would require significant conversion costs. Assuming an average rental rate of approximately \$0.80 to \$1.00 per square foot per month, this space is potentially available for leasing at a yearly gross revenue of \$25,000 to \$35,000. Actual net realization after improvements, utilities, etc. could be significantly less, at least in the first few years. Custodial costs for these areas might actually increase due to higher intensity of use. Environmental remediation costs are possible due to the long history of chemical use in both areas.
- Other (indirect) staff time would be reduced approximately:
 - Cash receipts and billing - 400 to 500 hours per year.
 - Cash disbursements - 50 to 100 hours per year.
 - Fund 510 supervision and management - 80 to 100 hours per year.
 - Personnel - 5 to 10 hours per year
 - Fund 601 supervision and management - 20 to 40 hours per year

Facilities management time would probably not be lessened (probably significantly greater in the near term). Any direct cost reduction from these changes in hours would be unlikely as other duties for these positions would probably displace these hours.

LANE EDUCATION SERVICE DISTRICT

Operational Analysis
Co-Op Purchasing (Fund 510)
Production (Fund 601)

- There would be a modest savings from disposition of excess inventory and eliminating the need to carry inventory, especially paper products. However, much of the paper inventory is several years old and its disposition value is uncertain.

The potential savings from discontinuing Co-Op Purchasing are fairly straightforward because the services are primarily to outside customers and are substantially independent from the other services of the District. The potential savings from discontinuing Production are much more difficult to quantify because many of the services relate to other District services; alternate services will need to be procured and staff time will still be necessary to procure these services. Also, services such as web applications are intertwined with other departments.

However, based on the information provided by your personnel and financial information available to us from your historical records, it is doubtful that Funds 510 and 601 can be self-supporting in the near future. Absent other considerations not outlined in this letter, we recommend that you consider discontinuing these two funds.

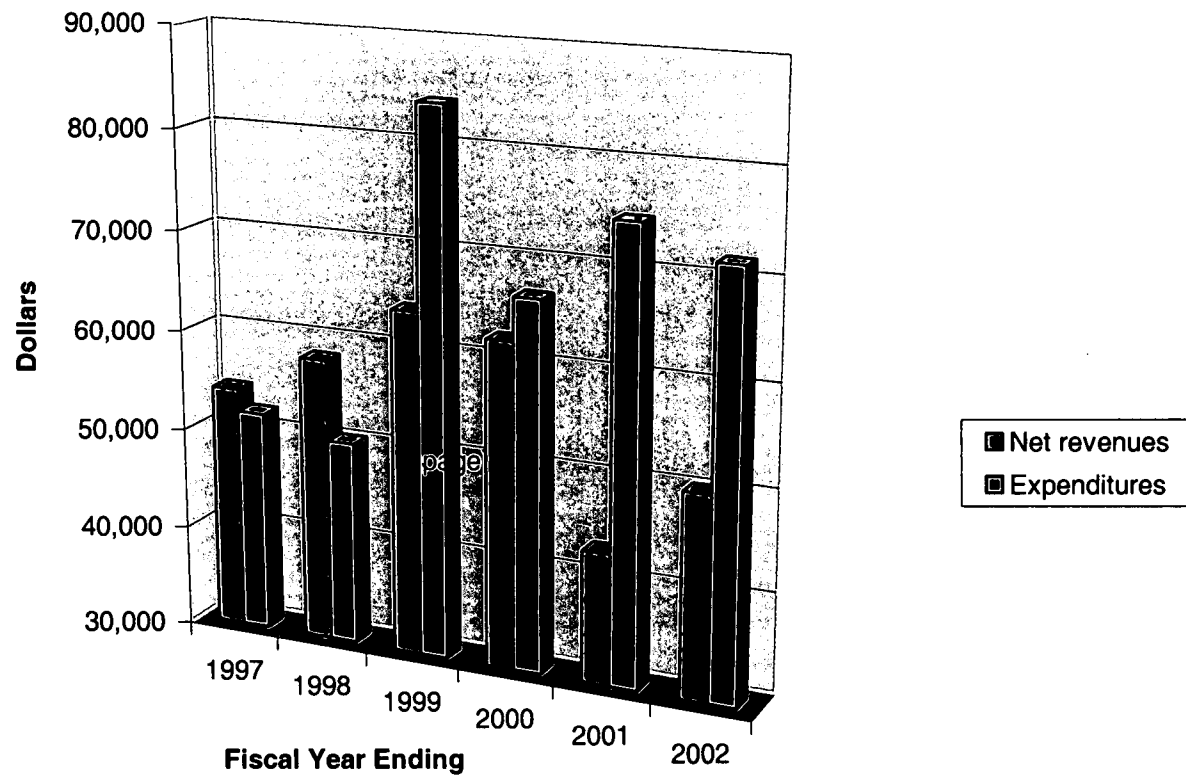
Sincerely,

Forrest S. Arnold

Forrest S. Arnold, CPA

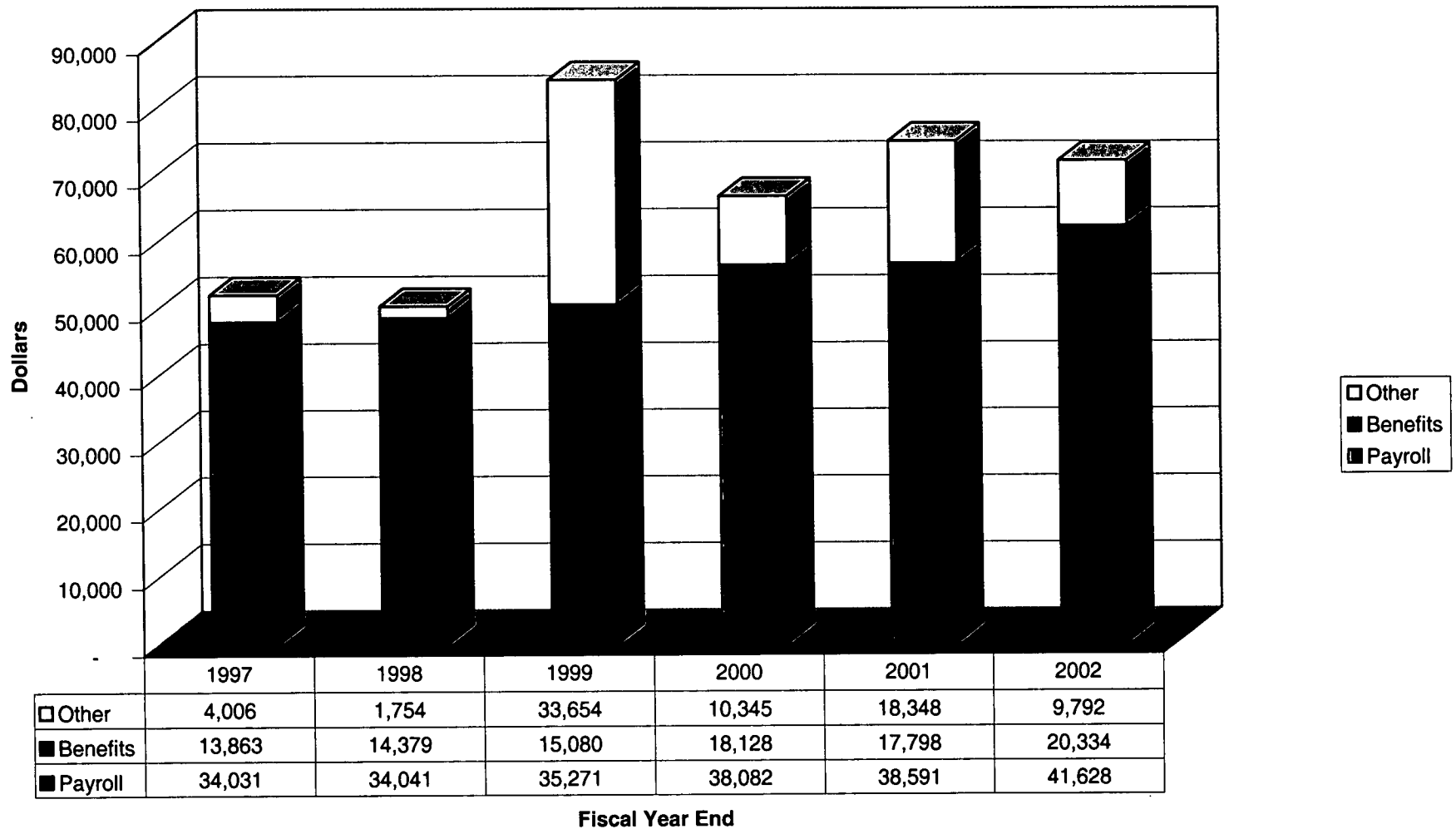
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Co-Op Purchasing (510) Revenues vs. Expenditures

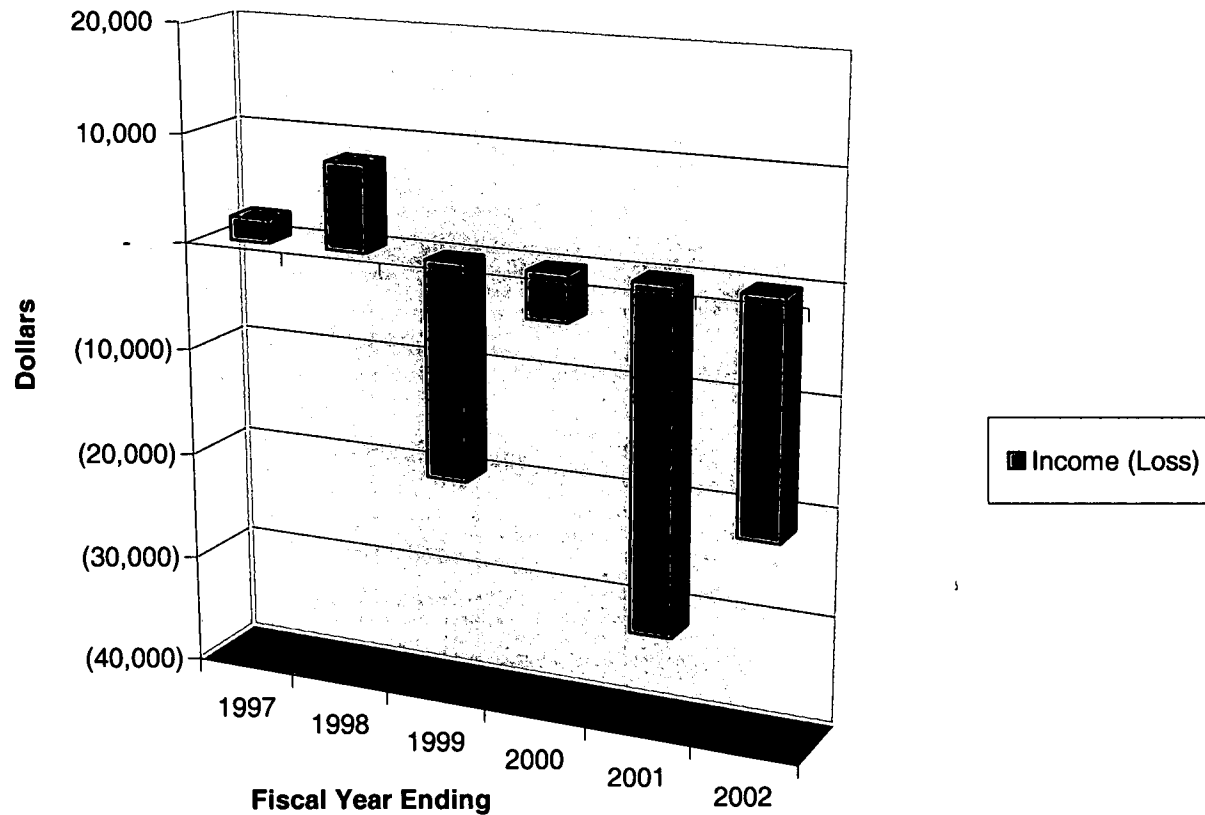


	1997	1998	1999	2000	2001	2002
Net revenues	54,085	58,146	63,990	62,206	43,040	50,164
Expenditures	51,900	50,174	84,005	66,555	74,737	71,754

Co-Op Purchasing (510) Expenditures

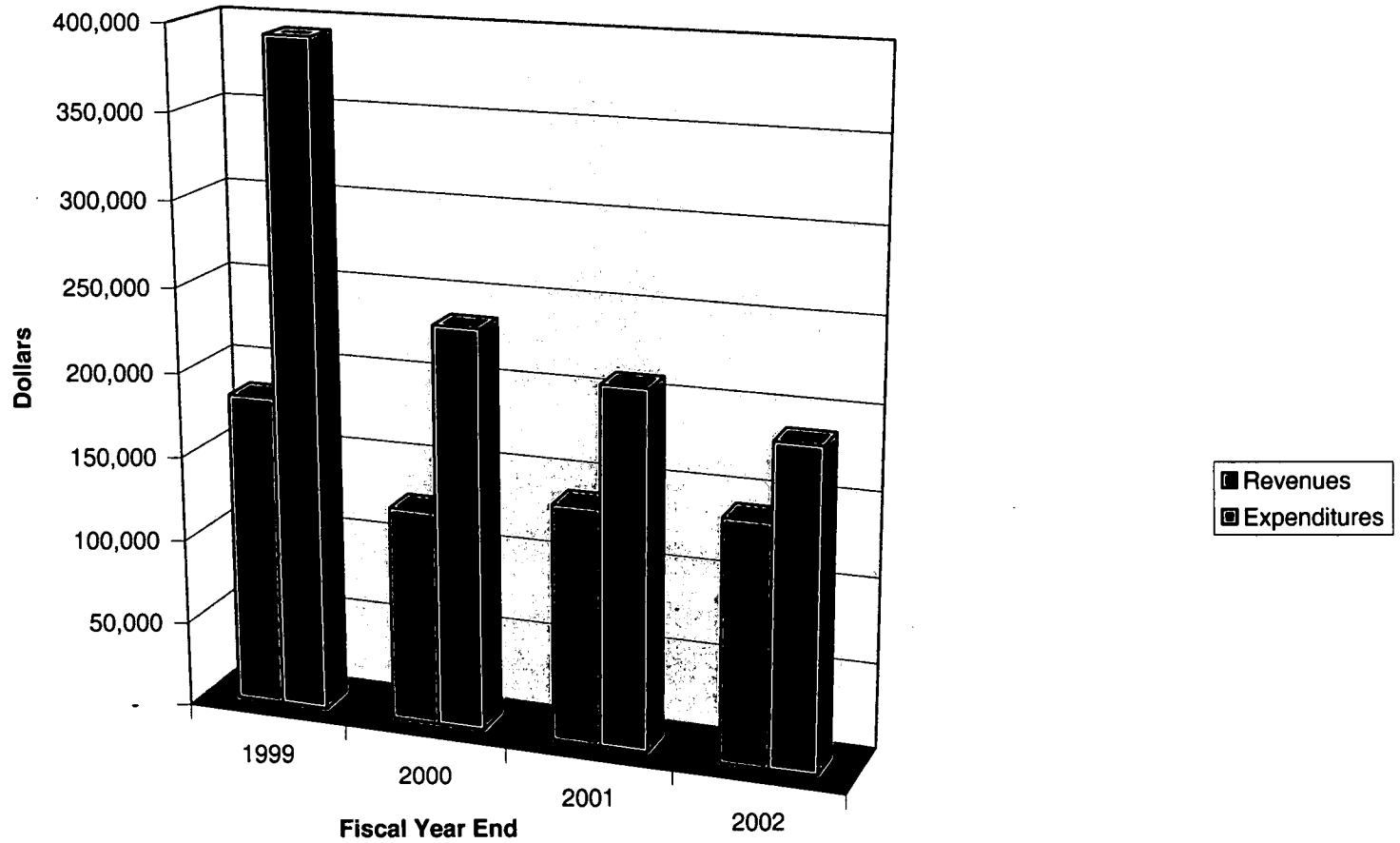


**Co-Op Purchasing (510)
Income (Loss)**



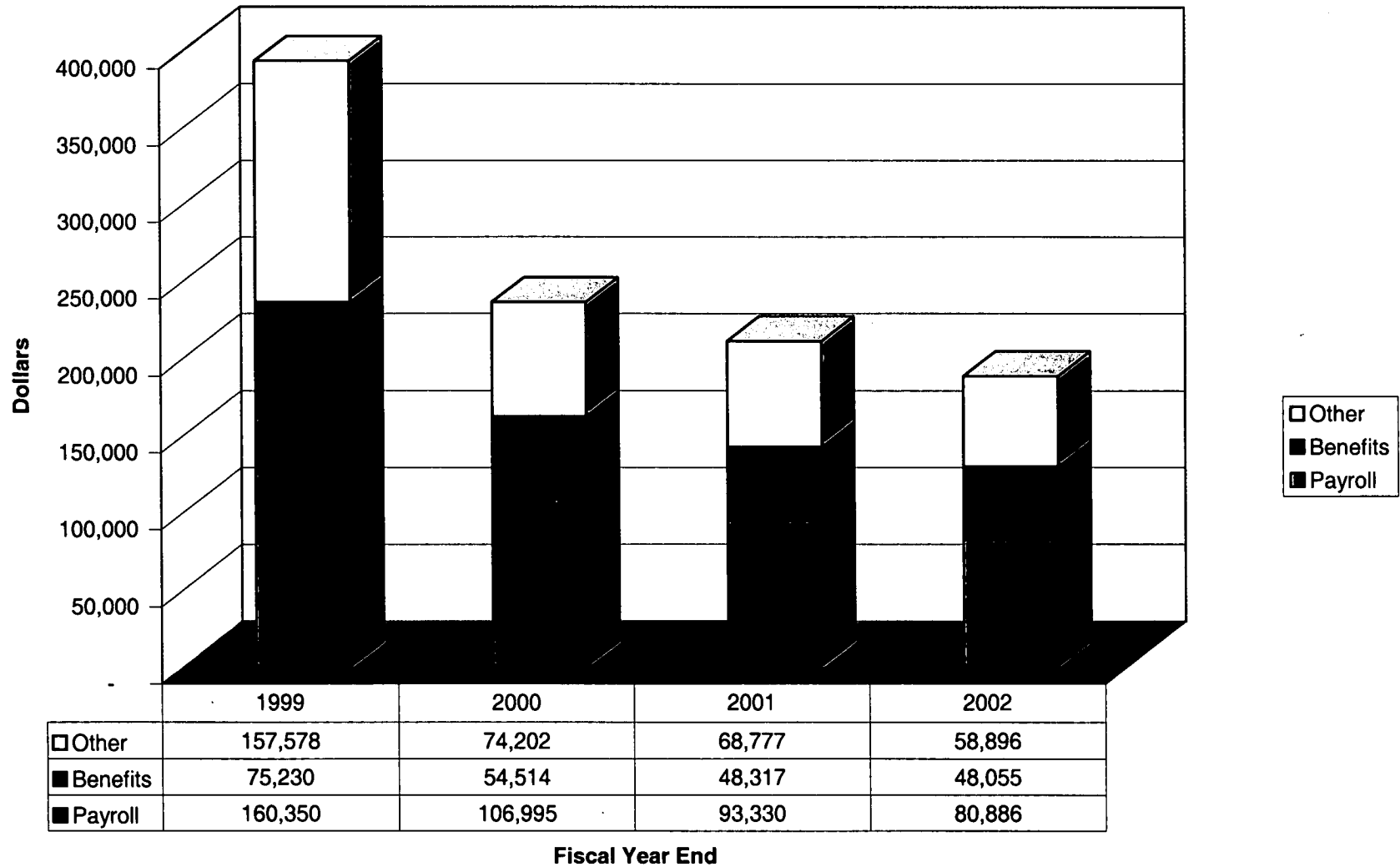
	1997	1998	1999	2000	2001	2002
Income (Loss)	2,185	7,972	(20,015)	(4,349)	(31,697)	(21,590)

Production (601)

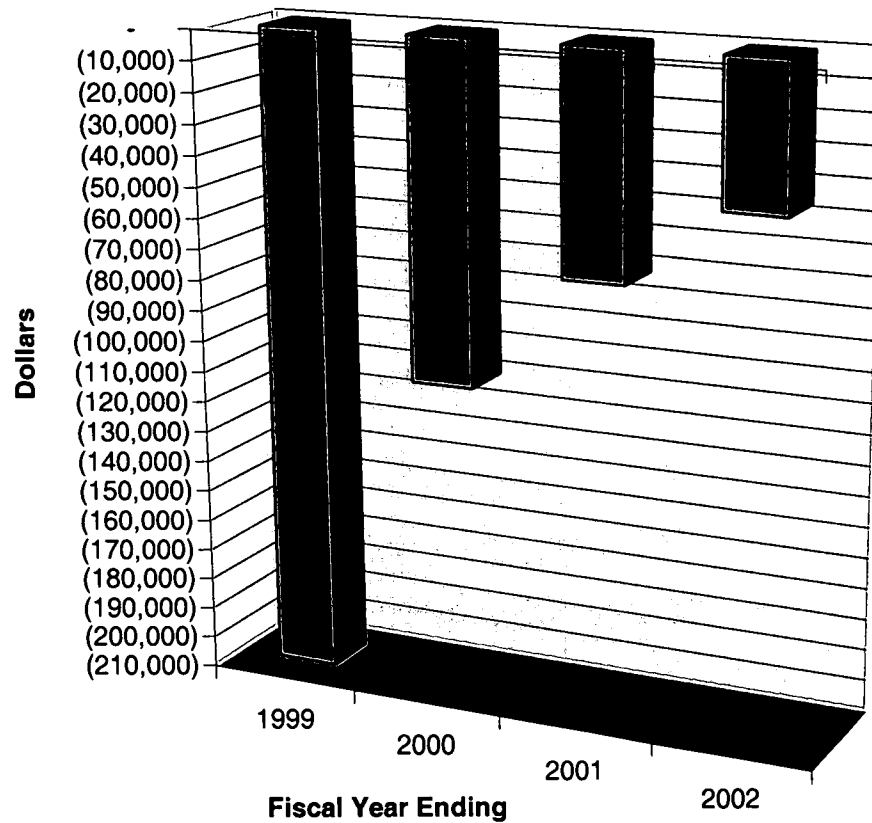


	1999	2000	2001	2002
■ Revenues	183,956	126,235	138,962	141,763
□ Expenditures	393,158	235,711	210,424	187,837

**Production (601)
Expenditures**



**Co-Op Purchasing (510)
Income (Loss)**



	1999	2000	2001	2002
■ Net Loss	(209,202)	(109,476)	(71,462)	(46,074)

Resolution No. 02-026
Lane Education Service District

WHEREAS, eight public employers brought suit against PERS in Marion County Circuit Court; and

WHEREAS, those employers claimed they were being overcharged in the calculation of employer contribution rates; and

WHEREAS, Judge Paul Lipscomb concluded in part the Public Employees Retirement Board failed to follow specific state laws and had improperly impaired the overall resiliency and flexibility of the entire PERS system; and

WHEREAS, Judge Lipscomb has returned the case to the Board with instructions to update employee mortality tables, issue new employer rate orders for 1998 and 2000 and make a new earnings allocation order for the 1999 investment year; and

WHEREAS, the Board has yet to comply with these instructions; and

WHEREAS, the Board will issue new employer rate increases January 14, 2003, that do not reflect Judge Lipscomb's instructions; and

WHEREAS, the January 14, 2003, employer rate increases would be less if the Board had complied with Judge Lipscomb's instructions;

Now, THEREFORE, the Board of Directors of Lane Education Service District authorizes OSBA to appeal on its behalf, through outside counsel and at OSBA's expense, the ESD's notice of rate increase received from PERS.

Dated this 21st day of January, 2003

Board Chair

Attest

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – December 10, 2002

Executive Session

- Chair Joe Berney called the Executive Session to order at 6:35 p.m. under provisions of ORS 192.660 (1)(a) to consider the employment of a public officer. Board members present were: Joe Berney, Sherry Duerst-Higgins, Tom Huebner, Don Kimball, and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, and Barbara McBurnett, recording secretary. The Executive Session was adjourned at 6:50 p.m.

- | | | |
|------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | Chairperson Joe Berney called the regular board meeting to order at 7:00 p.m. Tuesday, December 10, 2002, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Tom Huebner, Don Kimball, and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Michelle Mantel, Sue Mathisen, Carol Wiggins and Barbara McBurnett, recording secretary.

Others attending were: Carol Skondin, Michelle Martin, Laura Krenk, Lynda Harris, and Ron Hitchcock. |
| 2. Recognition of
Staff and/or Public | 3 | There was no staff or public recognition. |
| 3. Introduction of
Guests | 3 | McKenzie School District Ron Hitchcock was introduced. |
| 4. Public Participation | 4 | There was no public participation. |
| 5. Agenda Review | 5 | Item 6E, Proposed OSBA Resolution Regarding PERS. |
| 6.. Action Items | 6A | The following action items were included in the Consent Agenda approval:

(1) Approve Board Minutes of October 22, 2002
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting October 22, 2002, as submitted.
(2) Accept Monthly Human Resources Report
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated December 4, 2002.
(3) Approve Grants/Contracts Awarded and Authorize Receipt of Funds
BE IT RESOLVED that the Board of Directors of Lane ESD approves the grants/contracts awarded and authorizes receipt of funds report dated December 2002.

DIRECTOR KIMBALL 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 BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, and SWANSON VOTING YES.
(ESD Resolution # 02-019) |

6. Action Items
(continued)

- 6B Accept 2001-02 Financial Audit (official attachment)
The audit committee—Tom Huebner, Don Kimball, Dave Standridge, and Mike Vermillion—met on December 2 with Mike Lewis and Forrest Arnold of Jones & Roth to review the 2001-02 audit.
- DIRECTOR KIMBALL MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD acknowledges receipt of the Financial Statements and Supplementary Information for the year ended June 30, 2002. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, and SWANSON VOTING YES. (ESD Resolution # 02-020)**
- 6C Approve Budget Committee Members
Budget committee members appointed by component district boards are:
- Virginia Thompson, Eugene School District, Zone 1, Position 1
 - Garry Weber, Springfield School District, Zone 3, Position 3
- An at-large position remains vacant, but we will continue to seek a rural district Board member to fill the position. The following resolution is recommended:
- DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approves the appointment of Virginia Thompson and Garry Weber as Lane ESD Budget Committee members. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, and SWANSON VOTING YES. (ESD Resolution # 02-021)**
- 6D Adopt Supplemental Budget and Make Appropriation (official attachment)
At the July 16 Board meeting, the Board approved the building roof replacement, approved a supplemental budget, and authorized the borrowing of funds. The annual debt service on the roof project financing, principal and interest, requires Board action to adopt the budget and appropriate the funds. The total cost of the roof project was \$470,000.
- DIRECTOR KIMBALL MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD hereby adopts the following supplemental budget for the fiscal year 2002-03 to create a new appropriation category within the fund in the amount of \$45,000.
- BE IT RESOLVED** that the amounts for the fiscal year 2002-03 and for the purposed shown below are hereby appropriated and there is not increase in the total appropriations of the fund.
- Summary of Supplemental Budget
Special Revenue Funds-Reserve Fund
- | | |
|-----------------------|------------|
| Requirements: | |
| 2000 Support Services | (\$45,000) |
| 5100 Debt Service | \$45,000 |
- Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, and SWANSON VOTING YES. (ESD Resolution # 02-022)**
- 6E Authorize OSBA to Appeal Notice of Rate Increase (official attachment)
The OSBA Board is encouraging school boards to challenge the Public Employees Retirement Board's (PERB) employer contribution rate increase discussed at its Dec. 10 meeting. The proposed 5.49 percent increase for K-12 employers pushes school district rates to 18.58 percent - not counting the 6 percent employee "pick-up" some districts also pay for their employees.
- The OSBA Legal Assistance Trust Board voted to pay the cost of appealing the rate increases for **ALL** OSBA members who join this effort. OSBA has retained attorneys John Osburn and Peter Mersereau to handle the litigation.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes OSBA to appeal on its behalf, through outside counsel and at OSBA's expense, the ESD's notice of rate increase received from PERS. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, and SWANSON VOTING YES. (ESD Resolution # 02-023)**

7. Discussion/
Reports

7A Attendance/Truancy and Home School

Attendance/truancy and home school program staff, Elieen Palmer, Carol Skondin, and Michelle Martin presented information regarding the attendance/truancy and home school programs.

The attendance and truancy program is a resolution service supported by general fund dollars. It is a state mandated service for districts of less than 1,000 students but all districts in Lane County may use this service. This resolution includes services of a private investigator, administration, record keeping and support for court referrals, and arrangement for conference officers for meetings with parents, the student, and school staff. In a survey of users of the programs (official attachment), the service received high ratings with a high response rate.

Home school is a mandated service (ORS 339.035) provided by Lane ESD. Parents or legal guardians of students must notify in writing the education service district of their intent to home school. Lane ESD maintains home school student records, monitors compliance with testing requirements, monitors academic progress and provides annual standardized achievement testing. This service also provides a list of resources to parents and students.

8. Superintendent's
Report

8A Financial Report

The financial report for November 2002 was reviewed by Dave Standridge, director of business support services. Reduction in school funding formula includes the annual effect of one monthly payment shifted into the following fiscal year. Interest rates and cash balance are both lower than anticipated during the preparation of the budget.

8B Budget Projections

It isn't a surprise to us that the State's budget woes continue. Not a day goes by that the media doesn't report about some aspect of the stagnant Oregon economy and its effects on public services. Lane ESD is not insulated from the downturn in the economy. After five special sessions of the Legislature, Lane ESD revenues have been reduced by \$677,000.

Economists announced a loss of another \$126 million in state revenues on December 1. Lane ESD's share of the December 1 projection is estimated to be \$197,000.

Further, the prospects for passage of the January 28, 3-year temporary income tax referendum (Measure 28) appears dim at this time. Should that ballot measure be defeated, our shortfall would grow by another \$350,000.

At this point, Lane ESD is looking at a revenue shortfall of \$1,224,000 for the current year. However, the March 2003 forecast could cause this figure to grow.

I believe a significant portion of the \$1.2 million can be made up by reducing administrative expenses; deferring capital outlay, and material and supply accounts; deferring transfers to other funds; renegotiating contract service agreements; eliminating or reducing the level of service provided some support service areas; and seeking revenue producing opportunities. The use of a portion of the contingency reserve may also be required to balance the budget. A plan for meeting the shortfall will be presented at the next Board meeting.

As we look to the next biennium (03-05), it most likely will require reductions above those to be implemented in 2002-03. However, we may not know much about the level 2003-05 K-12 funding until late summer.

8C Report on Staff Focus Groups

On November 19 and 20, the superintendent facilitated five meetings with employee groups as a means for generating ideas that possibly could lead to cost savings measures. The following questions were:

- What can be done differently in **my service area or department** that could produce efficiencies and cost savings? Or, how could I do my job differently that would be more efficient or cost effective?
- What can be done differently in **the organization** that could produce efficiencies and cost savings?
- What activities, projects or improvements in **my service area or department** ought to be **deferred** until ESD finances stabilize?
- What activities, projects or improvements in **the organization** ought to be **deferred** until ESD finances stabilize?
- What activities or projects in **my service area or department** ought to be **eliminated** regardless of economic factors?
- What activities or projects in **the organization** ought to be **eliminated** regardless of economic factors?

The outcome of the exercise was shared with the Board.

8D 2003-04 Resolutions

The uncertainty surrounding school finance for the 2003-05 biennium may require modification of the approval process for 2003-04 resolutions. The superintendent recommended that 2003-04 resolutions include an option for service reduction since funding levels will not be known prior to sending resolutions to component district boards for approval.

8E Special Education Options

Focus group meetings occurred with special education director to review proposals for modifying special education resolutions next year. The process provided an opportunity for proposals to be tested and then refined for the full group to consider. The summary feedback received was reviewed with the group to ensure that we accurately reflected the perspectives of those involved. The special education directors then met on December 2 to develop recommendations to be forward to superintendents. Special education directors were encouraged to speak with their superintendents about the final recommendation they made prior to the next superintendents' meeting.

The recommendations (official attachment) focus on cost effectiveness and increasing enrollment capacity in the Life Skills program to accommodate unanticipated enrollment.

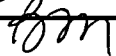
8F Superintendent Search Screening Committee

The following individuals have volunteered to serve on the superintendent search screening committee:

- Lane ESD Board – Tom Huebner, Don Kimball
- Management Staff – Dave Standridge, Michelle Mantel, Carol Skondin
- Licensed Staff – Gail Galbreath-Sheredy
- Classified Staff – Jeri Ingallinero
- District Board – Alan Laisure, Bethel
- District Superintendent – Rolla Weber (Marcola), Jerry Fritts (Pleasant Hill)
- District Business Manager – Brett Yancy (Springfield)
- District Special Education Director – Sue Wickizer (South Lane)
- County Commissioner – Tom Lininger (if schedule permits)


	8G	<p>Planetarium Update</p> <p>Mike Vermillion and Eileen Palmer updated the Board on the status of the Lane ESD Planetarium. The following information is provided as a brief update. Planetarium Measure 20-65 failed to pass in the November election. Subsequently, the following events have taken place:</p> <ul style="list-style-type: none"> Foundation Directors Jeff Boiler and Ralph Haynes were contacted by John Musumeci of Arlie Company stating their interest in supporting the Planetarium. The Lane County Fairboard November meeting voted to close the Planetarium no later than December 31, 2002. A subcommittee was formed but disbanded later. At the November 20 Lane Education Foundation meeting, the following motions were made: <ul style="list-style-type: none"> (1) Director Boiler would draft a letter to Arlie and Company memorializing a gift of land and resources sufficient to pay operating expenses. (2) A Planetarium sub-committee would be formed for the purpose of avoiding situations where individual boards would act independently and without the knowledge of other boards. This committee would initially include persons from Lane ESD Board, Fairgrounds Board, and Lane Education Foundation. The Fairboard, Lane ESD and Lane Education Foundation were contacted by the following organizations interested in assuming responsibility for the Planetarium: The Science Factory; Air and Space Museum; and Center for Spiritual and Scientific Research.
9. Information from Board Chair	9	None at this time.
10. Information from Administrative Staff	10	<p>Special education director Sue Mathisen reported that the Court School Program will begin operation after winter break. Lane ESD in partnership with the Lane County Department of Youth Services will operate the program using facilities at the Serbu Juvenile Justice Campus. The program will serve thirty-five students who are on parole or probation and mandated by the court to attend. The program will be revenue neutral.</p> <p>Sue also reported that agreement has been reached with Lowell School District, Springfield School District and Oregon Department of Education to transition the SCAR/Jasper Mountain and SAFE Center to Springfield School District for providing the education program.</p>
11. Board Member Presentations and Comments	11A	<p>Committee and Liaison Reports:</p> <p>Director Duerst-Higgins will be in Washington DC the first week in February attending an NSBA Conference.</p>
1. Announcement/Correspondence		None.
13. Public Participation	13	There was no public participation.
14. Adjournment	14	<p>The meeting was adjourned at 9:00 p.m.</p> <p>The next meeting of the Lane ESD Board of Directors will be on Tuesday, January 21, 2003, beginning at 7:00 p.m., at the ESD Center Building</p>

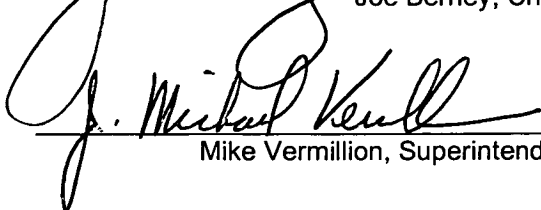
Minutes approved:

1-21-03
(date) BJM 

Attachments to official minutes:

1. 2001-02 Financial Audit
2. Supplemental budget
3. Appeal of PERS Rate Increase
4. Attendance/Truancy Survey
5. Special Education Coordinators Recommendation


Joe Berney, Chairperson


Mike Vermillion, Superintendent-Clerk

LANE ESD BUDGET FACT SHEET
November 19, 2002

CURRENT SITUATION:

2002-2003 Budget:

In preparing the 2002-2003 budget, the final figures were influenced by several key factors:

- ❖ The legislative allocation of dollars for education-March 2002 estimates
- ❖ Expected gain in ESD equity dollars as a lower funded ESD
- ❖ Shifted funding priorities as identified by superintendents, i.e. added LSE classrooms, eliminated Electronic Maintenance
- ❖ Estimated cost of outcome from contract negotiations and benefit increases
- ❖ The appropriated general fund budget has \$14.8 M in expenditures and \$13.9 M in revenues
- ❖ Budget used ending fund balance as a resource to support programs (To do so is spending more than received)
- ❖ Board directed a target reserve of \$1.6M in the LESD ending fund balance (Assures coverage for start-up costs annually)

Shortfall:

- ❖ A shortfall of \$677K is the result of action taken in five special legislative sessions
- ❖ Further reductions of \$390K are expected following an anticipated negative December economic forecast
- ❖ If Measure 28 does not pass in January, Lane ESD will further need to reduce this year's budget by \$354K
- ❖ The total amount that must be reduced or saved ranges from a firm \$677K to an anticipated \$1.4 M. This equates to an approximate 10% of the current budget

WHAT ARE WE DOING TO MAINTAIN 2002-2003 BUDGET?

- ❖ Nearly \$330K in recommendations for immediate reductions/savings have been identified by administration that have less direct impact on services and programs
- ❖ An additional \$570K in immediate cuts remain to be identified
- ❖ Further cuts may be required once accurate information is available from the December revenue forecast, the voter response to Measure 28 in January and economic forecasts during the spring months

FY 2003-2004 FACTORS:

- ❖ The budget process may require an estimated \$1.2 M in additional general funds to be cut
- ❖ Action taken by the new Governor and Legislature will impact Lane ESD's revenue
- ❖ A continuing trend downward in Oregon's economy is anticipated and will again impact the ESD's revenues
- ❖ Resolution to PERS issues has an impact on school funding solutions

11/19/2002

Savings/Reductions

2002-03
Savings

Accounting Supervisor	75,000
Recalc of associated payroll costs	71,000
Distance Learning	25,000
Planetarium	10,000
Gap Transfer	57,500
Tech Equip Transfer	40,000
Special Ed Technology Transfer	15,000
Bldg Reserve Transfer	10,000
Vehicle Repl Transfer	10,000
School Improve Special Projects	6,500
Courier Van Transfer	5,000
Media Booking Transfer	5,000
Other Equipment Transfer	3,000
Unidentified cuts	570,000
Projected Savings	903,000

Lane Education Service District
Attendance and Truancy Services
2002 Client Survey Questionnaire

Final Report

December 2002

data collection and report provided by
Withycombe Scotten & Associates
Portland, Oregon

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Appendices

- A. Client Survey Questionnaire
- B. Description of Truancy and Attendance Services

Executive Summary

2002 Attendance and Truancy Services Client Survey

- The primary purpose was to collect feedback to support ongoing program improvement efforts. The secondary purpose was to follow-up on inquiries from individual users by testing general interest in specified related services.
- A written questionnaire was mailed to 94 county school personnel who had used ESD Attendance and Truancy Services in the prior school year. The overall response rate was 70.2% (66 completed questionnaires), representing 11 Lane County school districts.
- All respondents who had attended the ESD's Attendance and Truancy Workshop (36, 54.5%) indicated the workshop had met its objectives: to inform district staff about ESD attendance and truancy services and to help them understand state attendance and truancy laws. Workshop attendees were more likely to perceive a direct impact between Attendance and Truancy Services and their schools' average daily attendance.
- Respondents were asked to rate five service elements on a five-point scale. The modal rating¹ for all service elements was "very helpful."
 - o 48.3% of all respondents who rated the written procedures rated them "very helpful" (5); 91.4% rated them 4 or 5
 - o 53.6% of all respondents who rated ESD office support rated it "very helpful" (5); 89.3% rated it 4 or 5
 - o 63.3% of all respondents who rated truancy officer services rated them "very helpful" (5); 91.6% rated them 4 or 5
 - o 72.7% of all respondents who rated conference officer services rated them "very helpful" (5); 100% rated them 4 or 5
 - o 62.5% of all respondents who rated court representation rated it "very helpful" (5); 100% rated it 4 or 5
- The modal response to the question "How important is having the ESD available to coordinate the truancy process for you?" was "very important." More than 80% of all respondents marked 5 on the five-point scale; 92.2% marked 4 or 5.
- The modal response to the question "Do you believe the Attendance and Truancy Services have had an impact on the average daily attendance in your school?" was "direct impact." Almost one-third marked 5 on the five-point scale; 60.7% marked 4 or 5.
- Respondents were asked to indicate which of four additional services their school might be interested in if additional funding were available. The services that attracted the most interest were early intervention (68.2%) and parent

¹ The modal rating is the one with the highest frequency—the most common response.

intervention services (66.7%). Referral services interested half of all respondents.

- Fifty respondents (75.8%) entered comments in response to the question “What do you appreciate most about the ESD’s Attendance and Truancy Services?” Respondents expressed appreciation for: the availability of the services and they way they support their own efforts; the effectiveness of the services; the competence and conscientiousness of service providers; and the personal attributes service providers bring to their work.
- Seventeen respondents (25.8%) offered suggestions for improving Attendance and Truancy Services to their schools. The most common suggestions were to add intervention services and to find ways to expedite the process, perhaps by making more effective use of email and the Web.

I. Data Collection Overview

The Lane Education Service District Attendance and Truancy Services Program provides assistance to Lane County public schools with tracking truant students. A private investigator collaborates with school staff to locate truant students and attempt to return them to classrooms. The ESD assists in referring persistent truancy cases to the Lane County Juvenile Court, Lane County Justice Court and Services to Children and Families. The program offers conference officer services on a fee basis. It also provides an annual workshop about state attendance and truancy law.

The primary purpose of the 2002 Attendance and Truancy Services Client Survey was to collect evaluative feedback to support ongoing program improvement efforts. The secondary purpose was to follow-up on inquiries from individual users by testing general interest in the kinds of related services currently offered by another Oregon education service district.

The questionnaire was mailed on October 7 to 94 county school personnel who had used ESD Attendance and Truancy Services in the prior school year. A follow-up mailing was sent on October 30. Both mailings provided stamped envelopes addressed to the third-party evaluator. By November 25, 66 completed questionnaires had been returned, a response rate of 70.2%.

The 66 respondents represented 11 Lane County school districts: Bethel (10 respondents); Creswell (2); Crow-Applegate-Lorane (3); Eugene (20); Fern Ridge (2); Junction City (1); Lowell (1); Pleasant Hill (1); Siuslaw (2); South Lane (5); and Springfield (19).

Table 1: Respondent Profile								
Grade Level	Administration		Student Services ²		Support Staff		Total	
Elementary School	23	57.5%	4	36.3%	6	40.0%	33	50.0%
Middle School	9	22.5%	3	27.3%	4	26.7%	16	24.2%
High School ³	8	20.0%	4	36.3%	5	33.3%	17	25.8%
Total	40	100%	11	100%	15	100%	66	100%

² Student services include positions such as counselor, school psychologist and behavior specialist.

³ This includes any school that serves students in grades 10-12, including K-12 schools.

II. Findings: Evaluation of Attendance and Truancy Workshop

Thirty-six respondents (54.5%) answered yes to the question “Have you ever attended the ESD’s Attendance and Truancy Workshop?” All of them indicated the workshop had met its objectives: to inform district staff about ESD attendance and truancy services and to help them understand state attendance and truancy laws.

Respondents were also asked, “Is there anything we can do to improve this training?” No one offered a suggestion.

Table 2: Evaluation of Attendance and Truancy Workshop			
Workshop Objectives	Yes	No	Total
Did it improve your understanding of ESD Attendance and Truancy services?	36 100%	0	36 100%
Did it enhance your understanding of state attendance and truancy laws?	36 100%	0	36 100%

Respondents who had attended the workshop were more knowledgeable (i.e. less likely to choose “not applicable or don’t know”) about the Attendance and Truancy Services written procedures; and their average rating (4.5 on a 5-point scale, 5 being “very helpful”) was higher than that of people who did not attend the workshop (4.1). Workshop attendees were also more likely to rate ESD office support, and their average rating was higher (4.6) than that of non-attendees (4.1).

The most significant difference was in their perceptions of the impact of Attendance and Truancy Services on their schools’ average daily attendance. All 36 workshop attendees responded to this item, and their average ranking was 4.1 (on a 5-point scale, 5 being ‘direct impact’). Five of 30 non-attendees marked “not applicable or don’t know.” The average rating assigned by the other non-attendees was 3.2.

III. Findings: Ratings of Service Elements

Respondents were asked, "How would you rate [the following] elements of the ESD's Attendance and Truancy Services?" Five service elements were presented: written procedures, ESD office support, truancy officer services, conference officer services and representation in court. Each was associated with the same five-point scale: 1 (not helpful) to 5 (very helpful). A not applicable/don't know option was also provided.

The modal rating⁴ for all service elements was "very helpful."

- 48.3% of all respondents who rated the written procedures rated them "very helpful" (5); 91.4% rated them 4 or 5
- 53.6% of all respondents who rated ESD office support rated it "very helpful" (5); 89.3% rated it 4 or 5
- 63.3% of all respondents who rated truancy officer services rated them "very helpful" (5); 91.6% rated them 4 or 5
- 72.7% of all respondents who rated conference officer services rated them "very helpful" (5); 100% rated them 4 or 5
- 62.5% of all respondents who rated court representation rated it "very helpful" (5); 100% rated it 4 or 5

Table 3: [How would you rate the] written procedures?								
Rating	Elementary		Middle		High School		All Respondents	
5—Very Helpful	13	40.6%	10	62.5%	5	50.0%	28	48.3%
4	14	43.8%	6	37.5%	5	50.0%	25	43.1%
3	5	15.6%	0		0		5	8.6%
2	0		0		0		0	
1—Not Helpful	0		0		0		0	
Totals ⁵	32	100%	16	100%	10	100%	58	100%
Average rating across all respondents: 4.4								
Average ratings by grade level: elementary, 4.3; middle school, 4.6; high school, 4.5								
Average ratings by responsibility area: administration, 4.3; student services, 4.4; support staff, 4.6								
Average ratings by workshop attendance: attendees, 4.5; non-attendees 4.1								

⁴ The modal rating is the one with the highest frequency—the most common response.

⁵ The difference between the number of questionnaire respondents (66) and the number of ratings for a particular item represents the number of respondents who answered, "Not applicable or Don't Know." These responses are not included in the computation of percentages or average ratings.

Table 4: [How would you rate the] ESD office support?								
Rating	Elementary		Middle		High School		All Respondents	
5—Very Helpful	14	48.3%	8	57.1%	8	61.5%	30	53.6%
4	12	41.4%	6	42.9%	2	15.4%	20	35.7%
3	2	6.9%	0		3	23.1%	5	8.9%
2	1	3.4%	0		0		1	1.8%
1—Not Helpful	0		0		0		0	
Totals	29	100%	14	100%	13	100%	56	100%
Average rating across all respondents: 4.4 Average ratings by grade level: elementary, 4.3; middle school, 4.6; high school, 4.4 Average ratings by responsibility area: administration, 4.5; student services, 4.1; support staff, 4.5 Average ratings by workshop attendance: attendees, 4.6; non-attendees 4.1								

Table 5: [How would you rate the] truancy officer services ⁶ ?								
Rating	Elementary		Middle		High School		All Respondents	
5—Very Helpful	18	60.0%	10	66.7%	10	66.7%	38	63.3%
4	10	33.3%	4	26.7%	3	20.0%	17	28.3%
3	2	6.7%	1	6.7%	1	6.7%	4	6.7%
2	0		0		1	6.7%	1	1.7%
1—Not Helpful	0		0		0		0	
Totals	30	100%	15	100%	15	100%	60	100%
Average rating across all respondents: 4.5 Average ratings by grade level: elementary, 4.5; middle school, 4.6; high school, 4.5 Average ratings by responsibility area: administration, 4.6; student services, 4.3; support staff, 4.5 Average ratings by workshop attendance: attendees, 4.6; non-attendees 4.3								

⁶ Initial investigation and follow-up services.

Table 6: [How would you rate the] the conference officer services ⁷ ?								
Rating	Elementary		Middle		High School		All Respondents	
5—Very Helpful	15	68.2%	10	76.9%	7		32	72.7%
4	7	31.8%	3	23.1%	2		12	27.3%
3	0		0		0		0	
2	0		0		0		0	
1—Not Helpful	0		0		0		0	
Totals	22	100%	13	100%	9	100%	44	100%
Average rating across all respondents: 4.7 Average ratings by grade level: elementary, 4.7; middle school, 4.8; high school, 4.8 Average ratings by responsibility area: administration, 4.8; student services, 4.6; support staff, 4.8 Average ratings by workshop attendance: attendees, 4.7; non-attendees 4.8								

Table 7: [How would you rate the] representation in court?								
Rating	Elementary		Middle		High School		All Respondents	
5—Very Helpful	5		4		6		15	62.5%
4	5		3		1		9	37.5%
3	0		0		0		0	
2	0		0		0		0	
1—Not Helpful	0		0		0		0	
Totals	10	100%	7	100%	7	100%	24	100%
Average rating across all respondents: 4.6 Average ratings by grade level: elementary, 4.5; middle school, 4.6; high school, 4.9 Average ratings by responsibility area: administration, 4.7; student services, 4.3; support staff, 4.8 Average ratings by workshop attendance: attendees, 4.6; non-attendees 4.6								

⁷ Facilitation of conference with parent, student and school staff to determine \$150 citation and other corrections to truancy.

IV. Findings: Perceived Value of Coordination Service

The modal response to the question “How important is having the ESD available to coordinate the truancy process for you?” was “very important.” More than 80% of all respondents marked 5 on the five-point scale; 92.2% marked 4 or 5.

Table 8: How important is having the ESD available to coordinate the truancy process for you?								
Rating	Elementary		Middle		High School		All Respondents	
5—Very Important	25	75.8%	16	100%	10	71.4%	51	81.0%
4	5	15.2%	0		2	14.3%	7	11.1%
3	1	3.0%	0		2	14.3%	3	4.8%
2	2	6.1%	0		0		2	3.2%
1—Unimportant	0		0		0			
Totals	33	100%	16	100%	14	100%	63	100%
Average rating across all respondents: 4.6 Average ratings by grade level: elementary, 4.7; middle school, 5.0; high school, 4.6 Average ratings by responsibility area: administration, 4.7; student services, 4.9; support staff, 4.6 Average ratings by workshop attendance: attendees, 4.8; non-attendees 4.6								

V. Findings: Perceived Impact on Average Daily Attendance

The modal response to the question "Do you believe the Attendance and Truancy Services have had an impact on the average daily attendance in your school?" was "direct impact." Almost one-third marked 5 on the five-point scale; 60.7% marked 4 or 5.

Respondents who had attended the Attendance and Truancy Services workshop were more likely to perceive a direct impact on their schools' average daily attendance. The average rating assigned by workshop attendees was 4.1, compared to 3.2 for non-attendees.

Table 9: Do you believe the Attendance and Truancy Services have had an impact on the average daily attendance in your school?								
Rating	Elementary		Middle		High School		All Respondents	
5—Direct Impact	11	34.4%	6	40.0%	3	21.4%	20	32.8%
4	9	28.1%	6	40.0%	2	14.3%	17	27.9%
3	8	25.0%	3	20.0%	7	50.0%	18	29.5%
2	2	6.3%	0		0		2	3.3%
1—No Impact	2	6.3%	0		2	14.3%	4	6.6%
Totals	32	100%	15	100%	14	100%	61	100%
Average rating across all respondents: 3.8 Average ratings by grade level: elementary, 3.8; middle school, 4.2; high school, 3.3 Average ratings by responsibility area: administration, 3.8; student services, 3.7; support staff, 3.8 Average ratings by workshop attendance: attendees, 4.1; non-attendees 3.2								

VI. Findings: Interest in Expanded Services

Respondents were asked, "If additional funds make expanded services possible in the future, which of the following services might your school be interested in?" They were further asked to check as many options as they wished. The options presented were:

- Early Intervention Services (attendance officer meets with irregularly attending student, develops a plan and does follow-up monitoring);
- Parent Intervention Services (attendance officer contacts parents of irregularly attending student, develops a plan and does follow-up monitoring);
- Referral Services (attendance officer links families to community services and helps resolve the attendance problem);
- Consultation and Support Services (attendance staff provides information, consultation, training and follow-up support services at the request of school staff); and
- Other (please specify).

The additional services that attracted the most interest across all groups were early intervention and parent intervention services; and referral services interested half of all respondents. Among administrative respondents, parent intervention services (36, 90.0%) were of greater interest than early intervention services (25, 62.5%). Student services respondents were equally interested in early intervention (8, 50%) and parent intervention (8, 50.0%) as were support staff respondents (12, 70.6% for both). The "other" responses referred to desired changes in state attendance and truancy laws.

Service	Elementary		Middle		High School		All Respondents	
Early Intervention	19	57.6%	13	81.3%	13	76.5%	45	68.2%
Parent Intervention Services	16	48.5%	15	93.8%	13	76.5%	44	66.7%
Referral Services	14	42.4%	9	56.3%	10	58.8%	33	50.0%
Consultation & Support Services	9	27.3%	4	25.0%	6	35.3%	19	28.8%
Other	3	9.1%	1	6.3%	0		4	6.1%

⁸ Percentages in Table 10 are computed on the total number of respondents.

VII. Findings: Most Appreciated Features

Fifty respondents (75.8%) entered comments in response to the question "What do you appreciate most about the ESD's Attendance and Truancy Services?" Respondents expressed appreciation for: the availability of the services and the way they support their own efforts; the effectiveness of the services; the competence and conscientiousness of service providers; and the personal attributes service providers bring to their work.

Administration (grade level/position)

- We appreciate all of the services we get. (K-5 Principal)
- [The truancy officer] is outstanding in follow-up and getting kids to school. [The conference officers]—they have made an extraordinary difference in getting kids to school. (5-8 Assistant Principal)
- Follow-up with severe truants. (9-12 Assistant Principal)
- I use the truancy services for my very worst cases, when I've talked, cajoled, threatened, "helped" until I gave up. Having a service that can be the really "heavy hand" gives my work a higher priority for the parents. Besides, the truancy service gives me the time to work with families that want my help. (K-5 Principal)
- The thoroughness and willingness to communicate and be helpful. (6-12 Principal)
- [The ESD contact, the truancy officer and the conference officers]—their responsiveness to our needs. (K-5 Principal)
- Timeliness of each step in the process. (6-8 Vice Principal)
- Truancy officers do a careful job of meeting with parents and students and explaining the specifics of attendance law. (6-8 Principal)
- The entire service. (K-5 Principal)
- They were fast and sent me a detailed report. (7-12 Vice Principal)
- I appreciate that the personnel is available to support schools in working with families that have serious truancy issues. (K-5 Principal)
- Office reports. (K-5 Principal)
- The fact that it is available to us! With budget cuts so much has been lost! (K-5 Principal)
- The staff responds immediately to requests for help. (K-5 Principal)
- Investigation reports. (9-12 Assistant Principal)
- The Lane staff has always been prompt and very helpful. (K-5 Principal)
- Prompt response, hearings officers are very skilled. (6-8 Assistant Principal)
- They work quickly to resolve referrals. (K-5 Principal)
- Follow through and communication back to the school. (K-8 Assistant Principal)

- The support from another agency—sometimes impacts parents more than one more contact from the school. (K-3 Principal)
- They are able to go to the students' houses and present a REAL bottom line that includes fines. (9-12 Vice Principal)
- Having them there! (7-12 Principal)
- The time to do this service. (K-5 Principal)
- Their helpfulness. (9-12 Assistant Principal)
- Having them available. Ease of making a phone call and getting answers to my questions. (K-6 Principal)
- Prompt, supportive, thorough and direct. The ESD attendance/truancy staff is top quality. (K-5 Principal)
- Their power, support, enforcement. Hearing officers' support and "hard-line" stance. (K-5 Principal)
- The support provided for improving attendance. (K-5 Principal)
- Consistency of the support. (K-5 Principal)
- Follow-up and support for school attendance. (6-8 Principal)

Student Services (grade level/position)

- [The truancy officer's] home visit does motivate some families to be more vigilant about attendance. [The conference officers'] support at hearings has been great. (K-5 Counselor)
- Flexibility—school must be consistent in how they enforce state guidelines and ESD will support. (6-12 Transition Specialist)
- The timeliness with which you respond to referrals. (6-8 Counselor)
- The follow through by [the truancy officer]. (PreK-8 Program Manager)
- Their quick response. (district-wide Attendance Officer)
- That we have a standard and another step to go to if our efforts at the building are unsuccessful. (K-5 School Psychologist)
- Prompt contact with student and family. (6-12 Transition Specialist)
- Truancy officers are very caring and personable with students and parents. (6-8 Dean of Students)
- The backup support when we have exhausted all other avenues. (K-5 Behavior Specialist/Student Services)
- Excellent post-activity feedback provided to me by [the truancy officer]. (6-8 Campus Supervisor)

Support Staff (grade level/position)

- I appreciate the quick response and paper trail follow-up. Any questions are handled in a friendly manner. (9-12 Administrative Secretary)
- The training sessions are very helpful. (K-5 Secretary)

- It gave me the confidence to develop a plan with staff, knowing we'd have legal support from the ESD. (K-5 Secretary)
- They make an effort to contact parents anytime of the day or night and even on weekends. (6-8 Secretary)
- I appreciate the timeliness of truant officer contacting the family. (K-8 Program/School Secretary)
- The children benefit. (K-5 Secretary)
- We don't have the resources to do what you do, so your services are essential. (6-8 Tech Support/Attendance)
- Communication; availability; a tool to be used as intervention. (6-8 Attendance Secretary)
- Having access to outside resource for attendance. Follow-through, home contacts. (K-12 Assistant Secretary)
- We have only had this service for home-schooled children in our attendance area. (K-5 School Secretary)

VIII. Findings: Suggestions for Improving Services

Seventeen respondents (25.8%) entered comments in response to the question "Is there anything we can do to serve your school better?" The most common suggestions were to add intervention services and to find ways to expedite the process, perhaps by making more effective use of email and the Web.

Administration (grade level/position)

- Help explore positive incentives, other than a better education, for attendance problem students. (6-12 Principal)
- More intervention services as mentioned above, especially in coordinating other agency support i.e., AFDC. (K-5 Principal)
- Consider Early Intervention Services and Parent Intervention Services options. (K-5 Principal)
- Sometimes the time "lag" seems a bit long... from the date the referral is written until a copy of the report is received. (K-5 Principal)
- Do Early Intervention Services on a weekly basis in the school. (6-8 Principal)
- Make sure the visit to the house happens and not a report that [they] could not find address and let it drop. (K-5 Principal)
- If investigator reports could be sent by e-mail for quicker feedback and info. Also, if referrals could be sent by e-mail. This would speed intervention process. (6-8 Assistant Principal)
- Any of the above ideas [in question 5] would be great. (9-12 Vice Principal)
- Shorten the timeline, as it is long. Improve contact with parents (if funds are available). (6-8 Principal)

Student Services (grade level/position)

- Repeat visits from [the truancy officer]. (K-5 Counselor)
- Let us know more about student if or when they have been switched over to home schooling, like letting us know when paperwork comes through or doesn't come through. [K-5 Behavior Specialist/Student Services)
- A website with forms, FAQs etc. would be awesome! (6-8 Campus Supervisor)

Support Staff (grade level/position)

- Not at this time—but I do like the idea in #5 about Parent Intervention Services. (K-5 Secretary)
- Don't know about your workshop. (6-12 Secretary/Student Services)
- The truancy procedure takes too much time in between letters, visits and conferences. (6-8 Attendance Secretary)
- More truancy officers? (K-12 Assistant Secretary)
- Helping with families, early on to stop this habitual tardiness and absence. (K-5 School Secretary)

Appendix A

Lane County ESD Attendance and Truancy Services
2002 Client Survey Questionnaire

LANE COUNTY ESD ATTENDANCE AND TRUANCY SERVICES 2002 CLIENT SURVEY

Thank you for helping us in our continuing effort to improve Attendance and Truancy Services. These services are intended to help schools return truant students to the classroom by providing private investigator services; referrals to court systems; representation at trials; truancy workshops; legal updates; cost sharing (conference officer assistance); and support services (information, referral and coordination).

The purpose of this survey is to find out how useful these services are to you and how we can improve them to serve you better. Please take the time to complete it—there is no substitute for your feedback.

What grades does your school serve (e.g. K-5, 9-12)? _____

How many students does your school enroll? _____

What is your job title (e.g. School Secretary, Vice Principal)? _____

1. Have you ever attended the ESD's Attendance and Truancy workshop? YES NO

Did it improve your understanding of ESD Attendance and Truancy Services? YES
NO

Did it enhance your understanding of state attendance and truancy laws? YES NO

Is there anything we can do to improve this training? *(Please specify.)*

2. How would you rate these elements of the ESD's Attendance and Truancy Services?

Written Procedures					
<i>Not Applicable or Don't Know</i>	<i>Not Helpful</i> 1	2	3	4	<i>Very Helpful</i> 5

ESD Office Support					
<i>Not Applicable or Don't Know</i>	<i>Not Helpful</i> 1	2	3	4	<i>Very Helpful</i> 5

Truancy Officer Services (initial investigation & follow-up services)					
<i>Not Applicable or Don't Know</i>	<i>Not Helpful</i> 1	2	3	4	<i>Very Helpful</i> 5

Conference Officer Services (facilitation of conference with parent, student & school staff to determine \$150 citation/other corrections to truancy)					
<i>Not Applicable or Don't Know</i>	<i>Not Helpful</i> 1	2	3	4	<i>Very Helpful</i> 5

Representation in Court					
<i>Not Applicable or Don't Know</i>	<i>Not Helpful</i> 1	2	3	4	<i>Very Helpful</i> 5

3. How important is having the ESD available to coordinate the truancy process for you?

<i>Not Applicable or Don't Know</i>	<i>Unimportant</i>				<i>Very Important</i>
	1	2	3	4	5

4. Do you believe the Attendance and Truancy Services have had an impact on the average daily attendance in your school?

<i>Not Applicable or Don't Know</i>	<i>No Impact</i>			<i>Direct Impact</i>	
	1	2	3	4	5

5. If additional funds make expanded services possible in the future, which of the following services might your school be interested in? (*Check as many as you wish.*)

Early Intervention Services (attendance officer meets with irregularly attending student, develops a plan and does follow-up monitoring)

Parent Intervention Services (attendance officer contacts parents of irregularly attending student, develops a plan and does follow-up monitoring)

Referral Services (attendance officer links families to community services and helps resolve the attendance problem)

Consultation and Support Services (attendance staff provides information, consultation, training and follow-up support services at the request of school staff)

Other (*Please specify:* _____)

6. What do you appreciate most about the ESD's Attendance and Truancy Services?

7. Is there anything we can do to serve your school better?

8. Is there anything else you would like to add?

Thank you! We value your feedback.

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – October 22, 2002

Executive Session

Chair Joe Berney called the Executive Session to order at 6:30 p.m. under provisions of ORS 192.660 (1)(f) to consider records that are exempt by law from public inspection. Board members present were Joe Berney, Sherry Duerst-Higgins, Tom Huebner, Don Kimball, Jerry Miller, and Jim Swanson. Others attending were Joe Richards, Superintendent Mike Vermillion, Carol Knobbe, and Barbara McBurnett was present as recording secretary. The Executive Session was adjourned at 7:08 p.m.

- | | | |
|------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | Chairperson Joe Berney called the regular board meeting to order at 7:15 p.m. Tuesday, October 22, 2002, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson; advisory member Chuck Forster. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Michelle Mantel, Sue Mathisen, Carol Wiggins, and Barbara McBurnett, recording secretary.

Others attending were: Paula Medaglia, Laura Krenk and Lynda Harris. |
| 3. Recognition of
Staff and/or Public | 3 | There was no staff or public recognition. |
| 4. Public Participation | 4 | There was no public participation. |
| 5. Agenda Review | 5 | Laura Krenk reported that she shared the Measure 20-65, Planetarium and Learning Center, information at the TREK meeting. The discussion was positive; however, the information cannot be distributed via individual teacher mailboxes. The information will be included in newsletters. |
| 6. Action Items | 6A | The following action items were included in the Consent Agenda approval:

(1) Approve Board Minutes of September 24, 2002
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting September 24, 2002, as submitted.

(2) Approve Board Minutes of October 15, 2002
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting October 15, 2002, as submitted.

(3) Accept monthly Human Resources Report and Approve Personnel Recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated October 16, 2002.

(4) Accept Grants/Contracts Award and Authorize Receipt of Funds
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Grants/Contracts Awarded report dated October 2002, and authorizes receipt of funds. |

(5) Approve Board Member Attendance at OSBA Conference

Directors Duerst-Higgins, Kimball, Huebner, and Berney has indicated they will attend the Oregon School Boards Annual Convention. There is no registration fee this year for attending the convention.

BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance of Sherry Duerst-Higgins, Don Kimball, Tom Huebner, and Joe Berney for the Oregon School Boards Annual Convention in Portland November 15-17, 2002.

(6) Adopt Policy DLBA-Advance Salary Payments

Policy DLBA-Advance Salary Payments is submitted for a second reading and adoption.

BE IT RESOLVED that the Board of Directors of Lane ESD adopts Policy DLBA-Advance Salary Payments.

(7) Adopt Policy GBC-Staff Ethics

Policy GBC-Staff Ethics is submitted for a second reading and adoption.

BE IT RESOLVED that the Board of Directors of Lane ESD adopts Policy GBC-Staff Ethics.

DIRECTOR DUERST-HIGGINS 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 BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-017)**

6B Accept Annual Report (*official attachment*)

In compliance with Oregon law, Lane ESD prepares and submits an annual report to the Oregon Department of Education. The annual report contains information on program participation, staff and costs. It also includes evaluative data gathered from school districts.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the 2001-02 Annual Report and authorizes its submission to the Oregon Department of Education. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-018)**

6. Discussion/
Reports

7A Program Report – Workforce Development and Youth

Lane Workforce Partnership Executive Director Chuck Forster and Paula Medaglia reported on workforce development and youth and what the agency is doing to address issues. The LWP is a workforce development organization dedicated to assisting employers recruit and retain employees, and to help individuals find employee and progress in their careers.

The LWP youth programs prepare young people to be lifelong learners, members of a productive and well-trained workforce, and contributing members of the community. Future challenges for youth are preparing for better jobs, addressing the disconnect between what youth expect and what employers expect, and connecting youth with business and industry.

LWP is currently providing individualized service that lead to high school completion and preparation for postsecondary education and training; emphasizing literacy improvement as a primary program objective; and connecting youth with employers through paid internships.

7. Superintendent's Report

8A Financial Report

Dave Standridge, business support services director, reviewed the financial report for September 2002..

8B Status of 2003-04 Resolution Planning

Planning for 03-04 is progressing. As we did last year, the Board will be asked to approve resolutions for presentation to Lane County school boards in January rather than December. This will give boards only one month, February, to approve. Funding drives this decision. Key dates are December 1 for receiving the next state revenue estimate and January 28 election to determine the fate of the "3-year temporary income tax increase." A positive outcome on both of these dates does not remove the cloud of uncertainty surrounding K-12 funding. Therefore, the administration will continue to pursue reductions in administration and programs as we scrutinize our current budget and plan for 03-04. Ideally, we would like to offer the same level of resolution services next year as we do currently. However, the ESD financially extended itself in the current year in anticipation of equity dollars being available in future years to close the gap. It is doubtful that significant equity dollars will be available for 03-04. At best, Lane ESD will be able to maintain the level of resolution services currently provided. No additional or new resolution services are to be anticipated.

As a significant part of 03-04 planning, special education administrative staff are reviewing and analyzing various options for delivering services to life skills students and students with emotional/behavioral disorders (EBD). The premise driving the review is for the ESD to provide life skills and EBD services for the school districts' most needy youngsters. Hopefully, this would free-up local school district resources to deal with the needs of the less severely impacted life skills and EBD students; thus, extending scarce resources to more students overall. The options are going to be tested with special education directors before being presented to superintendents. The Board can expect to be briefed on the options in December

8C Superintendent Search Announcement and Application

The superintendent provided a proof copy of the superintendent search announcement and application. The announcement will be ready for publication within the week.

8D Report on Lane County Superintendents' Council

The superintendent reviewed the October 17 Lane County Superintendents' Council. Agenda items included discussion on the Quality Education Model, a presentation on Technology Enhanced Student Assessment, 2003-04 resolution discussion, and an update on the Medicaid Administrative Claiming project.

8. Information from Board Chair

9 ESD Board member attendance at the Lane County School Boards Association meetings was encouraged. Dean Livelybrooks and Anette Spickard are co-charis.

9. Information from Administrative Staff

- 10
- Eileen Palmer reported that a three-year \$479,000 grant has been received for reduction of alcohol abuse.
 - Michelle Mantel reported that the Tech Teams Conference on October 11 was a success with over 300 participants.

11. Board Member Presentations and Comments

11A Committee and Liaison Reports:

LCOG—Director Miller reported that the next LCOG meeting will be in Florence.

12. Announcement/
Correspondence

12A Information was provided regarding the AESA National Convention.

13. Public
Participation

13 There was no public participation.

14. Adjournment

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

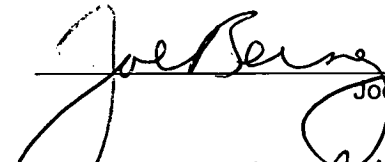
The next meeting of the Lane ESD Board of Directors will be on Tuesday,
December 10 , 2002, beginning at 7:00 p.m., at the ESD Center Building

Minutes approved:

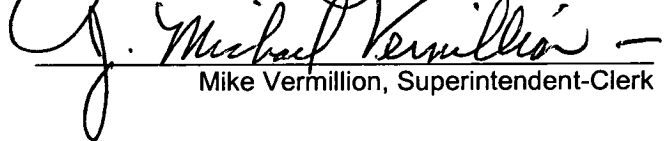
12-10-02 BJM
(date) BJM

Attachments to official
minutes:

1. Annual Report



Joe Berney, Chairperson



Mike Vermillion, Superintendent-Clerk

**LANE ESD BOARD OF DIRECTORS' SPECIAL MEETING
Tuesday – October 15, 2002**

1. Call to Order

Vice-Chair Jerry Miller called the meeting to order at 5:30 p.m. Tuesday, October 15, 2002, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Tom Huebner, Don Kimball, Jerry Miller, and Jim Swanson. Others attending were Superintendent Mike Vermillion, Carol Knobbe, Carol Wiggins, Randy Trummer, and Barbara McBurnett was present as recording secretary.

2. Review Superintendent Qualifications

OSBA superintendent search consultant John Young reviewed a report outlining results of superintendent qualifications input meetings he conducted on October 2, 2002. Six group-input meetings were scheduled including classified staff, licensed staff, out-of-building staff, administrators, component district superintendents, and public. This information is utilized in development of the qualities and qualifications for a superintendent search and can also be used in interview and reference check stages of the process.

Dr. Young then reviewed the proposed qualities and qualifications developed based on the input meetings. The board reviewed and discussed the document. The adopted set of qualities and qualifications will be published in the search brochure and other materials and will form the basis for applicant screening, interviews and reference checks.

3. Approve Superintendent Qualifications

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the Lane ESD superintendent search qualities and qualifications of the new superintendent as amended. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER AND SWANSON VOTES YES. (ESD Resolution # 01-016)**

3. Next Steps

OSBA will perform an initial screening of applications to monitor for unqualified applicants. A superintendent application screening committee will be formed to review and rate applications forwarded to the committee from OSBA. A training for the screening committee will be scheduled for Tuesday, January 14, 2002. Screening committee members will have approximately one week to review application materials which will be located at Lane ESD.

Board members Don Kimball, Tom Huebner and possibly Joe Berney will participate in the screening committee. In addition, Board members would like invitations extended to two or three component district superintendents representing various districts sizes, a district special education director, a district curriculum director, two or three Lane ESD administrators, a classified staff member, a licensed staff member, three management staff members, and Lane ESD budget committee members.

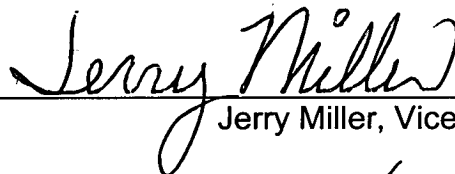
The vacancy announcement will be ready by the end of this week.

5. Meeting Adjourned

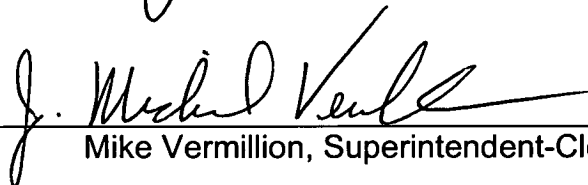
The meeting was adjourned at 7:25 p.m.

6. Executive Session

Vice chair Jerry Miller called the Executive Session to order at 7:30 p.m. under provisions of ORS 192.660(1)(b) to hear a complaint. Board members present were Sherry Duerst-Higgins, Tom Huebner, Don Kimball, Jerry Miller, and Jim Swanson. Others attending were Superintendent Mike Vermillion, Carol Knobbe, and Barbara McBurnett was present as recording secretary. The Executive Session was adjourned at 7:50 p.m.




Jerry Miller, Vice Chairperson



Mike Vermillion, Superintendent-Clerk

Minutes approved:

10-22-02
bjm 

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – September 24, 2002

- | | | |
|------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Joe Berney called the regular board meeting to order at 7:00 p.m. Tuesday, September 24, 2002, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Michelle Mantel, Sue Mathisen, Randy Trummer, Carol Wiggins, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: John Young, Lynn Lary, and Laura Krenk</p> |
| 2. Recognition of Staff
and/or Public | 2 | <p>There was no staff or public recognition.</p> |
| 3. Introduction of
Guests | 3 | <p>Superintendent search consultant John Young was introduced.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Agenda Review | 5 | <p>The agenda was reviewed. There were no changes or additions.</p> |
| 6.. Action Items | 6A | <p>The following action items were included in the Consent Agenda approval:</p> <p>(1)) Approve Board minutes of August 27, 2002
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting August 27, 2002, as submitted.</p> <p>(2) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated September 18, 2002.</p> <p>(3) Accept Grants/Contracts Awarded and Authorize Receipt of Funds
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Grants/Contracts Awarded report dated September 2002, and authorizes receipt of funds.</p> <p>(4) Approve Budget Calendar
BE IT RESOLVED that the Board of Directors of Lane ESD approves the budget meeting calendar for the preparation of the 2003-04 lane ESD Budget as presented.</p> <p>DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Huebner seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-013)</p> |

7. Discussion/
Reports

- 6B Approve Superintendent Search Calendar
OSBA search consultant John Young reviewed the proposed superintendent search calendar with the Board. Board approval of the calendar is the first step in the superintendent search process. After search calendar approval, input will be gathered from various groups to establish qualities and qualifications.
- DIRECTOR HOLMAN MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Superintendent Search Calendar as submitted. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-014)**
- 6C Approve Special Board Meeting Date
As indicated on the Superintendent Search Calendar, a special Board meeting is required to review and approve qualifications for the superintendent search. Tuesday, October 15, 5:30 p.m. was selected as a special meeting date.
- DIRECTOR HOLMAN MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approves October 15, 2002, 5:30 p.m., as a special board meeting date to review and approve superintendent qualifications. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02-015)**
- 7A Program Report – Blackboard Demonstration
Blackboard is an on-line course management system, for which Lane ESD has purchased the license, hardware and operating system to provide to Lane County school district staff and students, as well as Lane ESD staff. Blackboard also has administrative uses. Lynn Lary, instructional technology specialist, described classroom uses of the system and provided a hands-on demonstration of the Blackboard system. Board members will be able to log-in to the “Board” course to find information including announcements, agendas, minutes, and other documents.
- 7B First Reading—Staff Ethics, Policy GB
New Policy GBC, Staff Ethics, was submitted for a first reading.
- 7C First Reading—Advance Salary Payments, Policy DLBA
New Policy DLBA, Advance Salary Payments, was submitted for a first reading.
- 7D Administrative Rule DLBA-AR, Advance Salary Payment Request
Administrative Rule DLBA-AR, Advance Salary Payment Request, supports Policy DLBA and was submitted to the Board for information.
- 7E Affirmative Action Report
The Affirmative Action Report was reviewed by assistant superintendent Carol Knobbe. Board members questioned whether there was a legal requirement for reporting information contained in the report. Carol Knobbe will follow-up with legal counsel.
- 7F Review Budget Committee Membership
For the Budget Committee to prepare the 2003-04 budget, the Board will need to appoint three component district budget committee members. The three-year terms that expired or are vacant are:
- Zone 1, Position 1 (Eugene)
 - Zone 3, Position 3 (Springfield)
 - At-Large, Position 8

Board members expressed an interest in having the at-large position filled by a small or medium sized district Board member.

6. Superintendent's Report

7G Planetarium Update

As communicated to you earlier in the month, the County Commissioners established a Planetarium Committee consisting of Francisca Johnson, Charles Warren, Anna Morrison, Bobby Green, Bill VanVactor and Warren Wong. The committee met on August 27 and identified issues between the County Commissioners and Fair Board. The committee has recommended that Mike Gleason and Mike Vermillion to meet to review options related to identified issues to present at a joint Fair Board and Lane ESD Board meeting at a date to be determined.

Eileen Palmer reported that \$5,000 has been raised by the "Reach for the Stars" committee of the estimated \$50,000 needed to conduct the campaign for Measure 20-65, Planetarium and Learning Center. Activities that have occurred to increase public awareness include informational flyers in planetarium show lists, foundation board members have delivered donation envelopes to schools.

Board members were encouraged to write letters to the editors of county newspapers and to make contact with civic organizations to urge support of Measure 20-65.

8A Financial Report

Business support services director Dave Standridge reviewed the year end financial report for June 2002. The audit is still in progress so the numbers included in the report are subject to change.

8B Financial Report

Dave Standridge reviewed the financial report for August 2002, and introduced the new format which more accurately reflects the review and expenditures by area.

8C Financial Outlook

With the approval of Ballot Measure 19, Dave Standridge compiled financial information. Three levels of budget cuts are planned: Level 1 – the current deficit; Level 2 – based on January election outcome; and Level 3 – preparing the 2003-04 budget.

8D 2002-03 Audit Status

Dave Standridge reported that the 2001-02 audit is in the third week and has been uneventful.

8F Report on Lane County Superintendents' Council

Lane County superintendents met on Thursday, September 19. Agenda items included an update on Linn-Benton-Lincoln electronic maintenance services available to districts, information on the rural partnership development grant received by the Lane Business Education compact, a demonstration of Blackboard and its capabilities, an update on 2003-04 resolution planning, and an update on Medicaid Administrative Claiming.

8G Facilities Update

Facilities updates in the former "OTIS" area are nearing completion with the window installation of windows in the concrete wall. The roofing project will also be completed soon.

7. Information from Board Chair

9 None at this time.

8. Information from
Administrative Staff

- 10 Michelle Mantel reported that the update of technology equipment in special education classrooms has been completed and running well.

Eileen Palmer announced that Lane ESD has received a three-year violence prevention grant in the amount of \$1.8 million per year. Thirteen rural school districts are participating in the grant.

11. Board Member
Presentations and
Comments

- 11A Committee and Liaison Reports:

Director Duerst-Higgins reminded Board members of the OSBA Fall Regional meeting on September 30 at Lane ESD.

- 11B Reports from Advisory Board Members

Chuck Forster reported that Lane Workforce Partnership will be sponsoring a job fair for health care professions.

12. Announcement/
Correspondence

- 12A OSBA Annual Convention

The OSBA Annual Convention is November 15–17 in Portland. Registration for the convention is free this year. Board members Duerst-Higgins, Berney, Kimball and Huebner plan to attend.

- 12B AESA Annual Convention

The AESA Annual Conference, Exhibition & Showcase is December 4-7 in Dallas, Texas.

13. Public
Participation


- 13 There was no public participation.

14. Adjournment

- 14 The meeting was adjourned at 9:10 p.m.

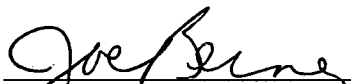
The next meeting of the Lane ESD Board of Directors will be on Tuesday, October 22, 2002, beginning at 7:00 p.m., at the ESD Center Building

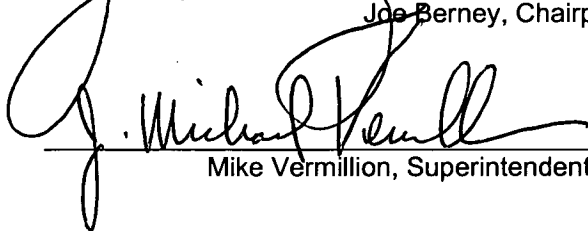
Minutes approved:

10-22-02
(date) BJM 

Attachments to official
minutes:

1. Financial Outlook


Joe Berney, Chairperson


Mike Vermillion, Superintendent-Clerk

Financial Outlook
Lane Education Service District
September 18, 2002

While our budget picture became somewhat clearer yesterday with the approval by voters of Ballot Measure 19 and an agreement by the legislature on closing the state's budget gap, there are still a couple of outstanding issues that cloud the picture.

One of the proposed budget "fixes" that came from the third special session was SB1022 which would allow the state to shift their last payment to school districts for this fiscal year into next fiscal year. This bill was vetoed by the governor but the legislature subsequently garnered enough votes to override his veto.

Included within this bill is a provision that allows districts to accrue the shifted payment into the current fiscal year, thereby keeping their annual allocation somewhat intact. However, there has been some question as to whether this accounting maneuver is an acceptable accounting practice. Preliminary comments from our audit firm and the state's Division of Audits state that it does not conform with GAAP (Generally Accepted Accounting Principles) and that if Lane ESD did accrue the shifted payment then we would receive a qualified audit opinion, which is not acceptable and would have adverse consequences, monetary and otherwise. However, there will still be more dialogue about this matter. One of the discussion topics will center on consistency between audit firms and the Division of Audits. While our firm has given us their opinion, others may disagree. Consistency statewide will be a key. From an operations standpoint, we will plan on the expected estimated one-time reduction of \$600,000 in Lane ESD's revenue.

Another of the proposed budget fixes that came from the third special session was HB4056. This bill would have raised \$50 million from the sale of cigarette tax revenue bonds. The legislature's inability to override the governor's veto of this bill will result in an approximate reduction of \$186,000 in Lane ESD's revenue.

Part of the legislature's plan to close the \$482 million gap in the 2002-03 budget is to refer a proposed income tax increase to voters in January. If the measure is defeated, then there will be \$310 million in across-the-board cuts to the state budget. This will result in another estimated reduction of \$480,000 to our revenue.

While the good news is that we now have a better idea of where we stand financially, the bad news is that we now have a better idea of where we stand financially. We're basically looking at a current year reduction of somewhere between \$786,000 and \$1.2 million. Discussions are continuing as to how to deal with the shortfall.

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – August 27, 2002

Work Session

The work session was called to order at 6:15 p.m. Tuesday, August 27, 2002, in accordance with the agenda and public notice of the meeting.

Board members present were: Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Randy Trummer, Gary Ross, and Barbara McBurnett, recording secretary.

Board members were given a tour of the newly remodeled areas of the building which accommodate special education and technology service areas.

The meeting was adjourned at 6:45 p.m.

1. Regular Meeting
Call to Order

1 Chairperson Joe Berney called the regular board meeting to order at 7:00 p.m. Tuesday, August 27, 2002, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Randy Trummer, Sue Mathisen, Carol Wiggins, and Barbara McBurnett, recording secretary.

Others attending were: Laura Krenk and Lynda Harris

3. Recognition of
Staff and/or Public

3 There was no staff or public recognition.

4. Public Participation

4 There was no public participation.

5. Agenda Review

5 There were no changes to the agenda.

6.. Action Items

6A The following action items were included in the Consent Agenda approval:

(1) Approve Board minutes of June 25, 2002

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting June 25, 2002, as submitted.

(2) Approve Board minutes of July 9, 2002

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting July 9, 2002, as submitted

(3) Approve Board minutes of July 16, 2002

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting July 16, 2002, as submitted

(4) Accept monthly Human Resources Report and approve personnel recommendations

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated August 21, 2002.

(5) Approve Grants/Contracts Awarded and Authorize Receipt of Funds
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Grants/Contracts Awarded reported dated August 2002.

(6) Second Reading—Adopt Policy Revisions

The following policies were submitted for a first reading at the July 9 Board meeting:

- Policy AC, Nondiscrimination
- Policy BBFA, Board Member Conflicts of Interest
- Policy BDC, Executive Sessions
- Policy BDDG/BDDK, Minutes of Board Meetings
- Policy BH/BHA, Orientation of New Board Members
- Policy BHDA, Compensation for Legal Fees for Board Members and Employees
- CBB, Employment of Superintendents
- DA, Fiscal Management Objectives
- DBEA, Budget Committee
- DFD, Providing Facilities and Services
- DI, Fiscal Accounting and Reporting
- DJU/DJA/DJF, Purchasing
- DJFA, Use of Credit Cards
- DL, Payroll
- EBBAB/GBEBA/JHCCBA, HBV/Bloodborne Pathogens
- EBBB, Injury/Illness Reports
- GBA, Equal Employment Opportunity
- GBEBA/JHCCBA/EBBA, HBV/Bloodborne Pathogens
- GBNA/JFCF, Hazing/Harassment/Intimidation/Bullying/Menacing
- JFC, Student Conduct
- JFCF/GBNA, Hazing/Harassment/Intimidation/Bullying/Menacing
- JGDA/JGEA, Discipline of Disabled Students
- JHCCBA/EBBAB/GBEBA, HIV/Bloodborne Pathogens
- JOB, Personally Identifiable Information
- KJ, Advertising in ESD Facilities

BE IT RESOLVED that the Board of Directors of Lane ESD adopts policy revisions as submitted.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, and SWANSON VOTING YES. (ESD Resolution # 02-011)**

6.

6B Authorize Contract with Health Net of Oregon (Official Attachment)
 The Lane ESD Benefits Committee recommendation for medical/vision insurance coverage was reviewed. The Benefits Committee recommended a change in carriers to Health Net of Oregon with a choice of two plans which allows employees the option of having no out-of-pocket expense by choosing a plan with lesser benefits. The committee also recommends a change in disability/life insurance coverage to Standard Insurance.

DIRECTOR HOLMAN MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the superintendent to enter into a contract with Health Net of Oregon to provide medical and vision insurance.

BE IT FURTHER RESOLVED that the Board of Directors of Lane ESD authorizes the superintendent to enter into a contract with Standard Insurance Company to provide disability and life insurance coverage for employees.

Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, and SWANSON VOTING YES. (ESD Resolution # 02-012)**

7. Discussion/
Reports

- 7A Advisors to the Board of Directors
Pat Rogers resigned from her social services advisory position in March. The two-year term of Chuck Forster, employment training advisory, expired in June. The Board discussed means of receiving social services and employment training information without a formal appointment of advisors. The time necessary for participation of the employment training and social service representatives providing information to the Board should be considered as well as the best way to serve the needs of the Lane ESD Board of Directors.
- The superintendent was asked to discuss with Chuck Forster ideas for formulation of a plan that would serve Board needs without the demands of attending a monthly meeting. The Board will seek input from the advisory member at the next meeting.
- 7B Revision to Administrative Rule CC-AR, Organizational Chart (official attachment)
A revised Lane ESD organizational chart was submitted to the Board as information. This revised chart reflects changes that have occurred in the organization in the new fiscal year.
- 7C NSBA Membership
During the budget reduction meetings that occurred during the last year, review of benefits for organizational memberships was recommended. Lane ESD has received the annual membership billing for the National School Boards for \$1,500. Rather than automatically renewing membership, Board members considered benefits versus cost.
- Other Board memberships include:
- OAESD--\$1,995.09 annual membership (includes membership in AESA)
 - OSBA--\$3,111 annual membership (reviews and integrates information from NSBA to Oregon school districts)
- DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD discontinue membership in the National School Boards Association.
- BE IT FURTHER RESOLVED** that the Board of Directors of Lane ESD continue memberships with Oregon School Boards Association and Oregon Association of Education Service Districts. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, and SWANSON VOTING YES. (ESD Resolution # 02-013)**
- 7D SCAR-Jasper Mountain Follow-up
Lane ESD special education staff have been working with SCAR Jasper administration to resolve ESD concerns regarding implementation of the subcontract. Resolution of the concerns would keep Lane ESD in compliance with the contract with the State of Oregon. Lane ESD believes that these concerns are programmatic in nature, rather than policy issues, and do not lend themselves to discussion between the Boards of Directors. The Board requested future reports on the status of these issues.
- 7E Update on Court School
Court School is designed for adjudicated 12 to 18 year old youth who have been unsuccessful in public school settings. Students are referred by their Parole and Probation Counselors when it is deemed that Court School is the best alternative placement for these at-risk youth. For the past four years, Court School has operated through cooperative efforts and funding from Lane Community College and Department of Youth Services. An LCC budget cut resulted in a loss of funds for the Court School Program.
- LCC, DYS and Lane ESD have reached a collaborative agreement that will enable the program to continue. The new site for the program will be the Juvenile Justice Center. As in the past, the Court School (education program) will bill districts ADM for students attending the program, typically 80% of ADM. GED services will continue to be offered through LCC. Lane ESD will also offer a special education component in the education program.

- 7F Administrative Claiming Update
Eileen Palmer has been leading an ESD effort along with Dave Standridge, Randy Trummer, and Carol Skondin to organize the Medicaid Administrative Claiming program for Lane County school districts. The program is a method of claiming dollars for services districts already provided for students.

Medicaid Administrative Claiming (MAC) is a method of identifying and accounting for the time local school and ESD staff spend on medically related activities for students and families. Reimbursement is then claimed for time spent on performing these activities. Other than taking the survey after training, no additional work is required of staff. Each district appoints a coordinator who attends the MAC Advisory Council and each building has a staff person trained by DHS to train and assist staff taking the survey. Random sampled staff are surveyed one day each of three quarters.

MAC is very different from Medicaid "Fee for Service" which is billing for direct services to IEP students for services performed by licensed specialists. Administrative Claiming services can be provided any student who may or may not be Medicaid eligible, by administrative, teaching and support staff.

The Department of Human Services (DHS) is currently working with seven Oregon ESDs to administer Administrative Claiming for local school districts. It is estimated Lane County could receive \$1,200,000 yearly for MAC services. Funds received must be reinvested in health and social services such as school nurses, family advocates case management, access to dental, mental health and other student and family support services. Lane ESD would coordinate this program for districts on a fee for service basis.

To date, the following activities have or will take place:

- The Administrative Claiming program was presented to Lane County Superintendents at their August 15 meeting. Superintendents were given information about the program to take back to their districts and discuss with staff.
- This program will be presented to Lane County Business Managers September 9.
- Individual districts will be contacted to answer any further questions or concerns.
- Districts interested in participating are asked to designate a MAC coordinator.
- Intergovernmental agreements between DHS and Lane ESD and subcontracts with individual districts were reviewed by Lane ESD attorney, Joe Richards.
- Lane ESD is working with Multnomah ESD to use their web-based survey system that integrates survey information, creates the claim and distributes reimbursements to the districts.
- Lane ESD staff attended a DHS workshop for MAC in Salem on August 19.

8. Superintendent's Report

- 8A Financial Report
Due to end of the year financial activity, we will not have a financial report until September, when more reliable information can be shared. During this time of year, many accounting entries take place that affect and June and July (two different fiscal years).
- 8B 2002-03 Proposed Program Reports to the Board
Communications manager Carol Wiggins presented a proposed schedule of program reports to the Board for 2002-03:
- September – Blackboard Demonstration
 - October – Workforce Investment Act
 - December – Truancy/Home Schooling
 - January – Media Services
 - February – School Improvement
 - March – Scar/Jasper Mountain Education Program
 - April – School Improvement
 - May – Juvenile Justice Center/Court School
 - June – School Improvement

- 8C Report on Management Retreat
Lane ESD management staff met July 30 and 31 for their management retreat. Our Employee Assistance Program provided team-building exercises as a “warm up.” A group of managers provided an overview of concepts related to adaptive challenges and how we can be prepared to address these challenges and maintain a vision for the organization that is compelling to all employees. This same group facilitated the discussion for the retreat.
- During the retreat we made commitments to enhancing the quality of dialogue both internally and externally, to more clearly separate operational issues from global/conceptual conversations so that we could have more focused conversations that are “big picture” oriented, and to develop systems for using data more strategically to assist in organizational learning. Management staff came aware with a stronger sense of the strengths of the team and opportunities for the future despite our current fiscal circumstances.
- Copies of the meeting notes and discussion are available to interested Board members.
- 8D Report on New Superintendent Orientation
On Tuesday, August 6th, new Lane County superintendents were brought together at the ESD. Superintendents attending were: Bob De La Vergne-Blachly, Dick Jones-Crow Applegate Lorrane, Ivan Hernandez-Fern Ridge, Gerald Hamilton-Siuslaw, Kyle Tucker-Mapleton and John Lehmann-Oakridge. The ESD superintendent reviewed current year resolution services and the process for developing 2003-04 resolutions. Directors presented overviews of their service areas. Francesca Johnson, Fair Board chair, Tom Hoyt, a local attorney and Jackie Mikalonis, Lane County presented information regarding the proposed Planetarium ballot measure pending before the County Commissioners.
- 8E Report on Lane County Superintendents' Council
At the August 15 meeting, superintendents received information regarding the Medicaid Administrative Claiming program by Department of Human Services; received a report on the Court School Program by Kim Black and DYS staff; discussed planning for 2003-04 resolution services; designated three superintendents for an agenda-setting committee for superintendent council meetings; discussed planning for emerging services.
- 8F 2003-04 Resolutions
The superintendent reviewed the process for formulating and adopting resolution services for 2003-04. The 2002-03 resolution services and “draft” timeline for adoption of service area goals, resolutions and budget for 2003-04 were also reviewed.
- 8G Legislative Update
A memo from COSA regarding the recently ended Legislative session was reviewed.
- 9 Chair Berney encouraged Board members to build connectivity with other community agencies and organizations. He commended the superintendent and staff for their work in establishing community relationships.
- 10 Carol Knobbe announced that the Lane ESD all-staff inservice will be Wednesday, August 28 with morning and afternoon sessions.
- Dave Standridge commented that at the next Board meeting he will have a 2001-02 year-end financial report.
- Randy Trummer reported that the technology equipment updates for special education are almost complete.

9. Information from
Board Chair


10. Information from
Administrative Staff

- | | |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11. Board Member Presentations and Comments | 11A Committee and Liaison Reports:

OSBA—Director Duerst-Higgins reported that she attended a school board leadership-training event in Salt Lake City at which there were 49 states represented. |
| 12. Announcement/ Correspondence | 12A OSBA Fall Regional Meeting
The OSBA Fall Regional Meeting will be at Lane ESD on Monday, September 30. Dinner will be at 6:00 p.m. with the meeting to follow. This year's agenda includes <ul style="list-style-type: none">■ The movement toward adequate & stable funding■ Leadership■ Advocacy■ New OSBA services |
| 13. Public Participation | 13 There was no public participation. |
| 14. Adjournment | 14 The meeting was adjourned at 9:00 p.m.


The next meeting of the Lane ESD Board of Directors will be on Tuesday, September 24, 2002, beginning at 7:00 p.m., at the ESD Center Building. |
| 15. Executive Session | 15 Chair Joe Berney called the Executive Session to order at 9:05 p.m. under provisions of ORS 192.660 (1)(a) to consider the employment of a public officer, employee, or staff member. Board members present were Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion and Barbara McBurnett. The Executive Session was adjourned at 9:30 p.m. |


Minutes approved:

9-24-02 
(date) BJM

Attachments to official minutes:

1. Health Net of Oregon Contract
2. Organizational Chart



Joe Berney, Chairperson


Mike Vermillion, Superintendent-Clerk

LANE ESD ORGANIZATIONAL CHART

Board of Directors

CC-AR
Approved: 08/27/02

Superintendent

Executive Assistant

Assistant
Superintendent

Administrative
Support Services

Special Education
Services

Business Support
Services

Curriculum/Teaching
Support Services

Technology/Learning
Support Services

Functions

Human Resources
Communications
Marketing
Government Relations
Production Services

Administrators

- Manager III,
Communications/
Marketing/Gov't
Relations

Functions

Life Skills
Lane School
School Psychology
Juvenile Justice Center
Regional Programs
EI/ECSE
SCAR/Jasper Mountain
Court School

Administrators

- Director, Special Ed
Services
- (4) Manager I, Special
Education
- Manager II, Special
Education

Functions

Budgeting
Payroll
Accounting
Cooperative Purchasing
Warehousing
Risk Management

Administrators

- Director, Business
Support Services
- Administrator I,
Accounting
Supervisor

Functions

Curriculum Development
Staff Development
Testing/Evaluation
Grant Administration
Prevention
CIM/CAM
Media Services
Courier
Home School
Attendance/Truancy
Lane Education Foundation

Administrators

- Director, Curriculum/
Teaching Support
Services
- Manager I, Curriculum/
Teaching Support
Services
- Manager II, Media
Services

Functions

Network Services
Distance Learning
Instructional Technology
Facilities

Administrators

- Director, Learning
Support Services
- Manager II, Network
Services
- 2 Administrator II,
Network Services

LANE ESD BOARD OF DIRECTORS' MEETING - SPECIAL SESSION
Tuesday – July 16, 2002

- 1 Special Session
Call to Order

- 1 Vice chair Jerry Miller called the special board meeting to order at 12:15 p.m. Tuesday, July 16, 2002, in accordance with the agenda and public notice of the meeting.

Board Members present were: Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Jerry Miller and Jim Swanon. Administrative staff members present were: Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Randy Trummer, Tom Ridgway and Linda Schoenfeld, recording secretary.

- 2 Approve
Supplemental
Budget for
Replacement
Roof Installation

- 2 The supplemental budget for the replacement roof installation was reviewed (official attachment).

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane Education Service District hereby adopts the following supplemental budget for the fiscal year 2002-03 in the sum of \$400,000 now on file at the Office of the Superintendent.

BE IT RESOLVED that the amounts for fiscal year 2002-03 and for the purposes shown below are hereby appropriated and increase the total appropriation to the fund to \$705,000.

SUMMARY OF SUPPLEMENTAL BUDGET

Special Revenue Funds: Grants and Contracts Fund

Resources:

Proceeds from Debt \$400,000

Requirements:

2000 Support Services \$400,000

Director Huebner seconded, and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, HUEBNER, MILLER, and SWANSON VOTING YES.** (official attachment) (ESD Resolution # 02-007)

- 3 Award Contract
for Roofing
Installation

- 3 Tom Ridgway reviewed the bidding process and bids received. (official attachment)

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane Education Service District accept the bid of Griffith Roofing for Installation of a new roof at 1200 HWY 99 North, Eugene, Oregon and authorize the superintendent to execute all necessary legal documents for said installation on the behalf of the Board; and

BE IT FURTHER RESOLVED that should Griffith Roofing be unable of comply with all specification included in the request for bid, the Board of Directors of Lane Education Service District authorize the superintendent to accept the bid of the next lowest bidder and execute all legal documents necessary for the said bidder to commence roof installation.

Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, HUEBNER, MILLER, and SWANSON VOTING YES.** (official attachment) (ESD Resolution # 02-008)

4 Authorize
Borrowing of
Funds

4 **DIRECTOR HOLMAN MOVED: BE IT RESOLVED** that the Board of Directors of Lane Education Service District approves the installment purchase financing whereby BNY Western Trusts Company sells certain property 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. (official attachment)

Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, HUEBNER, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 02-009)

5 Lane ESD
Learning Center

5 Mike Gleason and Jackie Mikalonis, Lane County Fair Grounds, requested Board support to request the Lane County Board of Commissioners put a one time only, \$10 million General Obligation Bond on the November 2002 ballot to fund the new construction of the Lane Learning Center at the Lane County Fairgrounds. Language in the ballot will stipulate a \$1.5 million endowment to guarantee facility operation proceed construction. The \$10 million will build and equip the facility.

A letter to the Lane County Commissioners from the Board will be forwarded to the Commissioners.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD request the Lane County Board of Commissioners to put a one time only, \$10 million General Obligation Bond on the November 2002 ballot to fund the new construction of the Lane Learning Center at the Lane County Fairgrounds. Director Huebner seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, HUEBNER, and SWANSON VOTING YES.** (ESD Resolution # 02-010)

Eileen Palmer has developed a list of education benefits of the Learning Center. Superintendent Vermillion will forward the list to the Board.


A meeting with Representative Castillo is being held July 17 at 9:30 a.m. at Lane ESD to discuss support for the Learning Center. An invitation was extended for anyone interested to attend the meeting.


6 Adjourn

6 The meeting was adjourned at 12:55 p.m.


Official Attachments:

1. Bid Results
2. Resolution to Award Contract
3. Resolution to Adopt Supplemental Budget
4. Resolution to Approve Installment Purchase Agreement


Joe Berney, Chairperson


Mike Vermillion, Superintendent- Clerk

Minutes approved:

8-27-02 

ROOFING PROJECT PROCESS

7/15/02

The following steps will be followed:

Board Meeting to inform Board of the Bid results.

Issue intent to award

Develop contract for Roofing Project

See sample contract within the Specs document

Contract is issued and signed copy received from Contractor

Notice to proceed

A Pre-construction Meeting will be held either the first day of work on the roof or the day before the actual roof work starts. It is necessary for the Construction Foreman to be present at the meeting. Also present at the meeting will be: Representative of the Lane ESD, Warranting Manufacturers Representative, full time inspector/project supervisor.

Recommend Full Time Inspection

- Cost for full time inspection should be approximately \$13,500

Bid Results for Lane ESD Roofing Projects, 2002

7/15/02

11:00am Deadline

3:00pm Opening

Bids opened at 3:00PM room #2 Lane ESD 1200 Hwy 99 N Eugene, Or.

Present:

B. Thomas Ridgway

Manager Lane ESD

Steve Ingram

Tremco Representative

Contractor	Bid Bond	Letter of Certification	Bid Signed	Base Bid	Alternate #1	Unit Price for Deck Replacement
Griffith Roofing	yes	yes	yes	\$ 440,343.00	\$ 7,820.00	\$25 sq/ft
Umpqua Roofing	yes	yes	yes	\$ 465,980.00	\$ 7,800.00	\$20 sq/ft
Anderson Roofing	yes	yes	yes	\$ 445,451.00	\$ 7,480.00	\$9.38 LF
Leigh's Roofing	Bid Pulled By Request of Contractor					
Snyder Roofing	yes	yes	yes	\$ 451,102.00	\$ 7,480.00	\$15.85 sq/ft
Buckaroo Thermoseal	Bid Non-Responsive Returned Un-Opened					

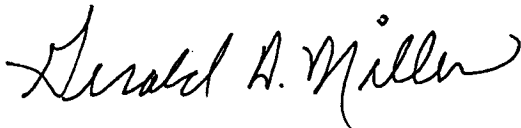
Low Bidder:

Griffith Roofing	\$ 440,343.00
Alternate #1	\$ 7,820.00
Full Time Inspection	\$ 13,500.00
Total Estimate	\$ 461,663.00
AEPA Contract Estimate	\$ 597,000.00
Estimated Savings	\$ 135,337.00

AWARD CONTRACT FOR ROOF INSTALLATION

BE IT RESOLVED that the Board of Directors of Lane Education Service District accept the bid of Griffith Roofing for installation of a new roof at 1200 HWY 99 North, Eugene, Oregon and authorize the superintendent to execute all necessary legal documents for said installation on the behalf of the Board; and

BE IT FURTHER RESOLVED that should Griffith Roofing be unable to comply with all specifications included in the request for bid, the Board of Directors of Lane Education Service District authorize the superintendent to accept the bid of the next lowest bidder and execute all legal documents necessary for the said bidder to commence roof installation.



Chairperson

7/16/02

Date

July 16, 2002

**RESOLUTION ADOPTING SUPPLEMENTAL BUDGET
AND MAKING APPROPRIATION**

BE IT RESOLVED that the Board of Directors for Lane Education Service District hereby adopts the following supplemental budget for the fiscal year 2002-2003 in the sum of \$400,000 now on file at the Office of the Superintendent.

BE IT RESOLVED that the amounts for fiscal year 2002-03 and for the purposes shown below are hereby appropriated and increase the total appropriation of the fund to \$705,000.

SUMMARY OF SUPPLEMENTAL BUDGET

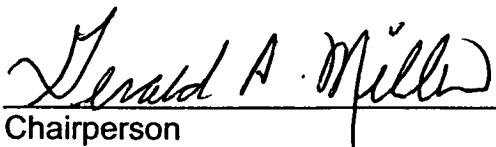
Special Revenue Funds: Grants and Contracts Fund

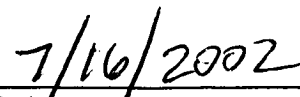
Resources:

Proceeds From Debt	\$400,000
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Requirements:

2000 Support Services	\$400,000
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Chairperson


Date

RESOLUTION NO. _____

NAME OF DISTRICT: LANE EDUCATION SERVICE DISTRICT
MAXIMUM PRINCIPAL COMPONENT: \$425,000
MAXIMUM TERM: 10.5 YEARS
MAXIMUM TRUE INTEREST COST: 7.00%
EXECUTING OFFICIALS: J. MICHAEL VERMILLION
SUPERINTENDENT
DAVE STANDRIDGE
DIRECTOR OF BUSINESS SERVICES

RESOLUTION APPROVING THE INSTALLMENT PURCHASE FINANCING WHEREBY BNY WESTERN TRUST COMPANY SELLS CERTAIN PROPERTY 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 real and personal property and improvements thereto; 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 an Amended and Restated Master Financing Agreement, dated as of October 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 improvements to real property and personal property pursuant to the Program; and

WHEREAS, it is intended that BNY Western Trust Company will, pursuant to an Installment Purchase Agreement in the form attached hereto as Exhibit A (the "Agreement") sell

the property described in the Agreement to the District, subject to the terms and 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 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 true interest cost exceed the Maximum True Interest Cost 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. Execution of the Agreement by the Executing Official shall be deemed to be final approval of the final payment schedule to the Agreement.

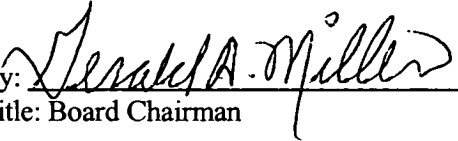
Section 4. Disclosure Relating to Agreement. In the event that the aggregate principal amount of certificates of participation of which the Agreement is a part exceeds \$1,000,000, then the Executing Official is authorized to do the following: (a) review the disclosure information on the District in 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.

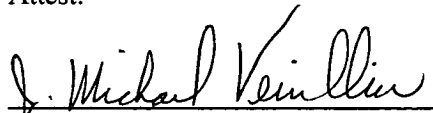
Section 6. Effective Date. This Resolution shall take effect and be in full force and effect from and after its passage and approval.

APPROVED BY THE BOARD OF DIRECTORS THIS JULY 16, 2002.

LANE EDUCATION SERVICE DISTRICT

By: 
Title: Board Chairman

Attest:


Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – July 9, 2002

- | | | |
|------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Joe Berney called the regular board meeting to order at 7:00 p.m. Tuesday, July 9, 2002, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Randy Trummer, Carol Wiggins, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Jeri Ingallinero</p> |
| | 1A | <p>Organization of the Board for 2002-03 includes election of officers.</p> <p>Election of Chair
Chair pro-tem Joe Berney opened the floor for nominations for Board Chair for 2002-03.</p> <p>Director Kimball nominated Joe Berney. Director Miller moved that nominations be closed. There being no other nominations, a unanimous ballot was cast to elect Joe Berney Chair of the Lane ESD Board for 2002-03. (ESD Resolution #02-001)</p> <p>Election of Vice-Chair
Director Hueber nominated Jerry Miller as Vice-Chair. There being no other nominations, a unanimous ballot was cast to elect Jerry Miller. Jerry Miller was declared elected Vice-Chair of the Lane ESD Board of 2002-03.
(ESD Resolution #02-002)</p> |
| 3. Recognition of
Staff and/or Public | 3 | <p>There was no staff or public recognition.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>(1) Second Reading—Adopt New Policy GCPA, Layoff – Licensed Staff
New policy GCPA was submitted for a first reading at the May 28 Board meeting.
BE IT RESOLVED that the Board of Directors of Lane ESD adopts Policy GCPA, Layoff – Licensed Staff as submitted</p> <p>(2) Second Reading--Adopt New Policy GDPA, Layoff/Recall -- Classified Staff
New Policy GDPA was submitted for a first reading at the May 28 Board meeting.
BE IT RESOLVED that the Board of Directors of Lane ESD adopts Policy GDPA, Layoff/Recall –Classified Staff as submitted. <i>(Director Swanson requested a review of policies and administrative rules for GCPA and GDPA for consistency.)</i></p> <p>(3) Approve Routine Fiscal Designations
BE IT RESOLVED that the board of Directors hereby designates J. Michael Vermillion as Clerk of the District and Custodian of Funds for the Fiscal Year 2002-03 in accordance with ORS 334.225.</p> |

BE IT RESOLVED that the Board of Directors of Lane ESD appoints David Standridge as Budget Officer for the District for Fiscal Year 2002-03, in accordance with ORS 294.331.

BE IT RESOLVED that the Board of Directors of Lane ESD designates J. Michael Vermillion 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 and return information pertaining to the Lane Education Service District (#93-6010866) and 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 J. Michael Vermillion, and David Standridge as signatory for all district financial accounts for Fiscal Year 2002-03.

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Clerk's Bonds for J. Michael Vermillion for the face amount of \$100,000; and for David Standridge for the face amount of \$100,000.

BE IT RESOLVED that the Board of Directors of Lane ESD designates the following financial institution as official depositories for District funds during the 2002-03 Fiscal Year: United States National Bank, 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).

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Superintendent J. Michael Vermillion 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 Pool:
J. Michael Vermillion, David Standridge, and Pam Bonebright.

(4) Approve Official Designations

- Legal Counsel — Joe Richards of Luvaas, Cobb, Richards & Fraser
- Auditors — Jones and Roth, P.C.
- Newspaper — Register Guard

BE IT RESOLVED that the Board of Directors of Lane ESD approves the official designations for the 2002-03 year, as presented.

(5) Approve 2002-03 Board Meeting Dates

BE IT RESOLVED that the Board of Directors of Lane ESD approves the 2002-03 Board meeting dates as submitted:

- August 27, September 24, October 22, December 10, January 21, February 25, March 18, April 22, May 27, June 24

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Huebner seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 02--003)**

- Revisions to the Administrative, Confidential, and Managerial Staff Agreement for July 1, 2002, through June 30, 2005, were reviewed.
- The contract for assistant superintendent Carol Knobbe for the 2002-03 year was reviewed.

The Executive Session was adjourned at 7:44 p.m.

Reconvene Meeting

Chair Berney reconvened the regular Board meeting at 7:45 p.m.

- 5B Adopt Administrative, Confidential, and Managerial Staff Agreement – July 1, 2002 through June 30, 2005
The revised Administrative, Confidential, and Managerial Staff Agreement was reviewed by Board members in Executive Session. The contract allows for the same cost of living increases and insurance benefit as approved for the LCEA contract.
- Director Swanson declared a conflict of interest since he is married to an administrative assistant covered in the Administrative, Confidential, and Managerial Agreement.**
- DIRECTOR MILLER MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Administrative, Confidential, and Managerial Staff Agreement, July 1, 2002 through June 30, 2005, as submitted. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution #02--004)**
- 5C Approve Assistant Superintendent Salary, 2002-03, and Contract Extension
The 2002-03 contract for assistant superintendent Carol Knobbe was reviewed by the Board in Executive Session.
- DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Assistant Superintendent 2002-03 salary and contract extension. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution #02--005)**
- 5D Adopt Resolution to Set Special Meeting for Review of Replacement Roof Installation
At the June 25 Board meeting, the Board received information regarding the condition and need for replacement of the roof of the ESD building. Additional information was presented to the Board (official attachment) with a recommendation regarding the roof replacement. The administration recommends the replacement of the entire roofing system on the building at 1200 Hwy 99 North this summer using a combination of funds on-hand in the Building and Maintenance Reserve Fund, and funds to be obtained from low cost loans.
- For the recommendation to become reality, the Lane ESD Board must formally approve (1) a supplemental budget for the Building and Maintenance Reserve Fund, (2) the loan, and (3) the roof contract.
- DIRECTOR MILLER MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approve special meeting for July 16, 2002, at 12:15 p.m. at the Lane ESD Administrative Offices, 1200 Hwy 99N, Eugene. Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution #02--006)**

6. Discussion/
Reports

- 6A Policy and Administrative Rule Revisions
Based on law changes in last year's Legislative Session, revisions to the following policies were submitted for a first reading. Administrative rules were submitted for information. Policy AC, Nondiscrimination
- (1) Policy BBFA, Board Member Conflicts of Interest
 - (2) Policy BDC, Executive Sessions
 - (3) Policy BDDG/BDDK, Minutes of Board Meetings
 - (4) Policy BH/BHA, Orientation of New Board Members
 - (5) Policy BHDA, Compensation for Legal Fees for Board Members and Employees
 - (6) CBB, Employment of Superintendents
 - (7) DA, Fiscal Management Objectives
 - (8) DBEA, Budget Committee
 - (9) DFD, Providing Facilities and Services
 - (10) DI, Fiscal Accounting and Reporting
 - (11) DJU/DJA/DJF, Purchasing
 - (12) DJFA, Use of Credit Cards
 - (13) DL, Payroll
 - (14) EBBAB/GBEBAA/JHCCBA, HBV/Bloodborne Pathogens
 - (15) EBBB, Injury/Illness Reports
 - (16) GBA, Equal Employment Opportunity
 - (17) GBEB/.JHCC-AR, Communicable Diseases
 - (18) GBEBAA/JHCCBA/EBBA, HBV/Bloodborne Pathogens
 - (19) GBNA/JFCF, Hazing/Harassment/Intimidation/Bullying/Menacing
 - (20) GBNA/JFCF-AR, Hazing/Harassment/Intimidation/Bullying/ Menacing Complaint Procedures
 - (21) GCBDA/GDBDA-AR (5) Medical and Parental Leave
 - (22) GCPA-AR, Layoff/Recall
 - (23) IGBAB-AR, Confidentiality – Education Records of Students with Disabilities
 - (24) JFC, Student Conduct
 - (25) JFCF/GBNA, Hazing/Harassment/Intimidation/Bullying/Menacing
 - (26) JFCF/GBNA-AR, Hazing/Harassment/Intimidation/Bullying/ Menacing Complaint Procedures
 - (27) JGDA/JGEA, Discipline of Disabled Students
 - (28) JHCC/GBEB-AR, Communicable Diseases
 - (29) JHCCBA/EBBAB/GBEBAA, HIV/Bloodborne Pathogens
 - (30) JO-AR, Education Records Management
 - (31) JOB, Personally Identifiable Information
 - (32) KJ, Advertising in ESD Facilities

7. Superintendent's
Report

- 7A Third Party Billing
At the June 25, Board meeting, assistant superintendent Carol Knobbe reported that in 1994, the Board (a) established a special fund for the purpose of acquiring current technology for special education programs and (b) authorized 50% of the net third party billing revenue to be deposited in the special fund. While the resolution establishing this process referred only to the 1994-95 budget year, the practice of transferring 50% of net third party billing proceeds continued through the 2000-01 budget year. Carol provided this information as background for a change in practice regarding distribution of third party billing proceeds.

The change: The superintendent will recommend to the Budget Committee and Board a budget that will utilize up to 50% of the estimated net proceeds from Medicaid third party billing. This will allow the flexibility to use this revenue source for the highest and best use during any budget period.

8. Board Chair
Comments


- 8 Chair Berney thanked Sherry Duerst-Higgins and Don Kimball for their efforts in the bargaining process.

- | | |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. Information from Administrative Staff | 9 Carol Knobbe reviewed the coordination of services that Lane ESD provides for SCAR-Jasper Mountain. Additional information will be provided to the Board at the August 27 Board Meeting |
| 10.. Board Member Presentations and Comments | 10A Committee and Liaison Reports:

LCOG—Director Miller reported that he also serves on the LCOG Foundation Board and is in his second year as chair. The foundation is actively seeking grant funding for LCOG and member agencies. |
| 11. Announcement/ Correspondence | 11A There were no announcements. |
| 12. Public Participation | 12 There was no public participation. |
| 13. Adjournment | 13 The meeting was adjourned at 9:00 p.m.


The next meeting of the Lane ESD Board of Directors will be on Tuesday, August 27, 2002, beginning at 7:00 p.m., at the ESD Center Building |


Minutes approved:

8-27-02 
(date) BJM

Attachments to official minutes:

- 1, Roof replacement memo


Joe Berney, Chairperson


Mike Vermillion, Superintendent-Clerk



Lane Education Service District

1200 Highway 99 North • PO Box 2680
Eugene OR 97402-0374
(541) 461-8200 • Fax (541) 461-8298

J. Michael Vermillion
Superintendent-Clerk

LANE ESD IS COMMITTED TO WORKING IN PARTNERSHIP WITH SCHOOLS, FAMILIES, AND COMMUNITIES TO HELP STUDENTS SUCCEED.

July 9, 2002

To: Lane ESD Board
From: Mike Vermillion
Subject: Roof Replacement

At the June 25 Board meeting, information was presented regarding the deteriorating condition of the roof on the ESD facility at 1200 HWY 99 North, and the need for its replacement. While a number of options were discussed, the Board asked for a firm recommendation to be presented at this meeting.

RECOMMENDATION: The administration recommends the replacement of the entire roofing system on the building at 1200 HWY 99 NORTH this summer using a combination of funds on-hand in the Building and Maintenance Reserve Fund, and funds to be obtained from low cost loans.

For the recommendation to become reality, the Lane ESD board must formally approve (1) a supplemental budget for the Building and Maintenance Reserve Fund, (2) the loan and (3) the roof contract.

Roof Installation Contract. Currently the administration is pursuing two options to secure installation of the desired TREMCO roofing system. Installation of the TREMCO system may occur through the Association of Educational Purchasing Agencies (AEPA). Umatilla-Morrow ESD is the Oregon contact, and a contract with TREMCO could occur using the AEPA contact. The cost for reroofing, bringing the skylights up to code, and replacing scuppers, downspouts and drains through the AEPA contract is estimated at \$600,000.

The administration has also developed bid specifications and invited bids for the same scope of work. Bid documents were distributed today with bids due Monday, July 15, 2002, at 11:00 AM. The official bid opening will occur at 3:00 PM on July 15th.

In its simplest form, the decision shall be to install a new roof through the AEPA contract or through a contractor identified through the bidding process and who meets all bid specifications.

As of July 15th, we will have the information necessary to assess which method is most advantageous for Lane ESD.

Board of Directors

Tom Huebner
Eugene

Joe Berney
Eugene

Donovan Kimball
Springfield

Michelle Holman
Deadwood

Sherry Duerst-Higgins
Cottage Grove

Jerry Miller
Springfield

James Swanson
Eugene

Chuck Forster, Advisor
Employment Training

Patricia Rogers, Advisor
Social Services

Low Cost Borrowing. Lane ESD has insufficient resources in the Building and Maintenance Reserve Fund to fund the entire \$600,000. The administration suggests using \$200,000 from the reserve and borrowing approximately \$400,000 for 10 years by issuing certificates of participation. Seattle Northwest Securities Inc. would handle the sale. The Portland firm of Davis Wright & Tremaine will serve as bond counsel.

Supplemental Budget. Since only \$305,000 was budgeted in the Building and Maintenance Reserve Fund for 2002-03, the Board must approve a new budget level in this fund to accommodate the anticipated expenditure for the roof replacement.

Special Board Meeting. Legal requirements associated with this project necessitate a meeting next week. The resolution would read:

BE IT RESOLVED that the Board of Directors of Lane ESD approves a special meeting for July 16, 2002, at 12:15AM/PM, at the Lane ESD Administrative Offices, 1200 HWY 99 North.

-end-

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – June 25, 2002

- | | | |
|------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Vice Chairperson Jerry Miller called the regular board meeting to order at 7:00 p.m. Tuesday, June 25, 2002, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson, and advisory member Chuck Forster Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Randy Trummer, Sue Mathisen, Carol Wiggins, Tom Ridgway, Gary Ross and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Laura Krenk and Jeri Ingallinero</p> |
| 2. Budget Hearing | 2 | <p>Vice-Chair Miller opened the budget hearing on the 2002-03 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 vice-chairperson invited comments on the budget. Director Kimball encouraged staff to continue cost-cutting efforts. Vice chairperson Miller declared the budget hearing closed.</p> |
| 3. Recognition of
Staff and/or Public | 3 | <p>There was no staff or public recognition.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Action Items | 5A | <p>Budget Actions: Adopt Budget, Appropriate Budget, Levy Taxes</p> <p>Adopt Budget
DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD hereby adopts the budget for the 2002-03 fiscal year in the total sum of \$33,723,305 now on file at the Office of the Superintendent. Director Huebner seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, HUEBNER KIMBALL, MILLER AND SWANSON VOTING YES.
(ESD Resolution 01-033) (official attachment)</p> <p>Appropriate Budget
DIRECTOR KIMBALL MOVED: BE IT RESOLVED that for the fiscal year beginning July 2, 2002, the amounts listed on the attached appropriates memo are hereby appropriated for the purposed as indicated within the funds list (official attachment). Director Huebner seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, HUEBNER KIMBALL, MILLER AND SWANSON VOTING YES. (ESD Resolution 01-034) (official attachment)</p> <p>Levy Taxes
DIRECTOR KIMBALL MOVED: BE IT RESOLVED hereby imposes the taxes provided for in the adopted budget at the rate of \$.2232 per \$1,000 of assess value; and that these taxes are hereby imposed and categorized for tax year 2002-03 upon the assessed value of all taxable property within the districts</p> |

Director Huebner seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, HUEBNER KIMBALL, MILLER AND SWANSON VOTING YES. (ESD Resolution 01-035)** (official attachment)

	Subject to Education Limitation	Excluded from Limitation
GENERAL FUND	\$.2232/1,000	\$0

5B The following action items were included in the Consent Agenda approval:

(1) Approve Board minutes of May 28, 2002

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting May 28, 2002, as submitted.

(2) Accept monthly Human Resources Report and approve personnel recommendations

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated June 19, 2002.

(3) Approve July Board Meeting Date—July 9, 2002

BE IT RESOLVED that the Board of Directors of Lane ESD organizational meeting be set for July 9, 2002.

DIRECTOR DUERST-HIGGINS 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, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution #-036)**

5C Adopt Resolution Approving LCOG Charter and Agreement

Lane Council of Governments is in the process of organizing their official records of membership affirmation. Executive director George Kloeppel has asked that the Lane ESD Board of Directors confirm endorsement of the LCOG *Charter and Agreement*.

DIRECTOR HOLMAN MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the Charter and Agreement of the Lane Council of Governments, a copy of which is attached and made part of this Resolution, and agrees to abide by and support its provisions; and **BE IT FURTHER RESOLVED** that Lane Education Service District affirms its membership in the Lane Council of Governments. Director Huebner seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution #-037)** (official attachment)

5D Adopt LCEA Contract -- July 1, 2002 to June 30, 2005

Agreement has been reached between the Lane ESD Board and the Lane County Education Association (LCEA). A copy of the new Agreement was submitted to the Board for review and comment. The agreement was reached through a collaborative bargaining process, and has been ratified by the LCEA membership.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the Agreement Between Lane Education Service District Board of Directors and Lane County Education Association July 1, 2002 to June 30, 2005, as presented. Director Huebner seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution #-038)**

6. Discussion/ Reports

6A The following dates are proposed for the 2002-03 regular meetings for the Lane ESD Board of Directors. Exceptions to the fourth Tuesday are: December 10 (combined November-December meeting), March 18 (the week prior to spring break), January 21 (third Thursday). The 2002-03 Board meetings dates will appear as an action at the July 9 Board meeting.

- 6B First Reading—New Policy GCPA, Layoff – Licensed Staff
New policy GCPA was submitted for a first reading.
- 6C First Reading--New Policy GDPA, Layoff/Recall -- Classified Staff
New Policy GDPA was submitted for a first reading.
- 6D Policy and Administrative Rule Revisions
Based on law changes in last year's Legislative Session, revisions to the following policies are submitted for a first reading.
- (1) Policy AC, Nondiscrimination
 - (2) Policy BBFA, Board Member Conflicts of Interest
 - (3) Policy BDC, Executive Sessions
 - (4) Policy BDDG/BDDK, Minutes of Board Meetings
 - (5) Policy BH/BHA, Orientation of New Board Members
 - (6) Policy BHDA, Compensation for Legal Fees for Board Members and Employees
 - (7) CBB, Employment of Superintendents
 - (8) DA, Fiscal Management Objectives
 - (9) DBEA, Budget Committee
 - (10) DFD, Providing Facilities and Services
 - (11) DI, Fiscal Accounting and Reporting
 - (12) DJU/DJA/DJF, Purchasing
 - (13) DJFA, Use of Credit Cards
 - (14) DL, Payroll
 - (15) EBBAB/GBEBAA/JHCCBA, HBV/Bloodborne Pathogens
 - (16) EBBB, Injury/Illness Reports
 - (17) GBA, Equal Employment Opportunity
 - (18) GBEB/.JHCC-AR, Communicable Diseases
 - (19) GBEBAA/JHCCBA/EBBA, HBV/Bloodborne Pathogens
 - (20) GBNA/JFCF, Hazing/Harassment/Intimidation/Bullying/Menacing
 - (21) GBNA/JFCF-AR, Hazing/Harassment/Intimidation/Bullying/ Menacing Complaint Procedures
 - (22) GCBDA/GDBDA-AR (5) Medical and Parental Leave
 - (23) GCPA-AR, Layoff/Recall
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 - (25) JFCF/GBNA, Hazing/Harassment/Intimidation/Bullying/Menacing
 - (26) JFCF/GBNA-AR, Hazing/Harassment/Intimidation/Bullying/ Menacing Complaint Procedures
 - (27) JGDA/JGEA, Discipline of Disabled Students
 - (28) JHCC/GBEB-AR, Communicable Diseases
 - (29) JHCCBA/EBBAB/GBEBAA, HIV/Bloodborne Pathogens
 - (30) JO-AR, Education Records Management
 - (31) JOB, Personally Identifiable Information
 - (32) KJ, Advertising in ESD Facilities

The first reading of these policies was postponed until the July 9 Board meeting.

7. Superintendent's Report

- 7A Financial Report
The financial report for May 2002 was reviewed by business services director Dave Standridge.
- 7B Legislative Report
The superintendent and staff reported on the latest activities in the Legislative session.
- 7C Planetarium Update
Eileen Palmer reported on the June 12 Fair Board study session held to discuss the future plans for the Planetarium. A business plan is being developed by the Fair Board to consider strategies for saving the Planetarium.

The Fair Board is considering asking county commissioners to consider a ballot measure in November to construct and equip a new planetarium. Mike Vermillion will continue conversations with Mike Gleason and fairgrounds staff and keep Board members informed.

7D Update on OTIS Closure

The last day for OTIS operation is Friday, June 28th. Mike Vermillion and Randy Trummer reviewed the activities that must take place subsequent to the last day of operation, and prior to actual closing of OTIS as an enterprise later this year. The financial condition will be known on completion of the audit.

7E Replacement of Roof

A memo regarding the condition of the roof along with photographs (official attachment) were presented to the Board. Options for roof placement including benefits and liabilities were reviewed. Tom Ridgway is leading the roofing project and is currently seeking recommendations and references. For a roof replacement, bids on a specific system would be required. Further discussion and Board action will occur at a subsequent Board meeting.

8. Information from
Administrative Staff

8 Eileen Palmer reported that the school improvement team is submitting a grant application for Safe Schools/Healthy Students for six million dollars over a three year period.

Randy Trummer reported that technology services is replacing technology equipment in 24 special education classrooms including 75 desktop stations.

9. Board Member
Presentations and
Comments

9A Committee and Liaison Reports:

LCOG—Director Miller reported that LCOG will meet Thursday at Veneta City Hall.

OSBA—Director Duerst-Higgins reported that the OSBA will meet to set goals and review and evaluate the executive direction.

10. Announcement/
Correspondence

10A Bethel Teen Court program sent a letter thanking Lane ESD for the use of facilities for Teen Court activities.

11. Public
Participation

11 There was no public participation.

12. Adjournment

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

The next meeting of the Lane ESD Board of Directors will be on Tuesday, July 9, 2002, beginning at 7:00 p.m., at the ESD Center Building


Minutes approved:

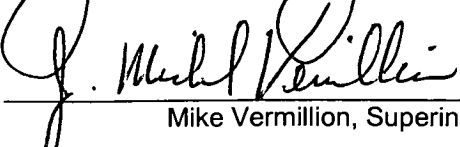
8-27-02

(date) BJM

Attachments to official
minutes:

1. Budget Actions
2. LCOG Charter
3. Roof Replacement
Information


Joe Berney, Chairperson


Mike Vermillion, Superintendent-Clerk

June 25, 2002

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that for the fiscal year beginning July 1, 2002, the amounts shown below are hereby appropriated for the purposes indicated within the funds listed:

GENERAL FUND

GENERAL FUND

1000 INSTRUCTION	\$ 6,888,923
2000 SUPPORT SERVICES	7,076,555
5200 TRANSFERS OF FUNDS	152,000
6000 CONTINGENCIES	648,722
TOTAL GENERAL FUND	\$14,766,200

SPECIAL REVENUE FUNDS

GRANTS & CONTRACTS FUND

1000 INSTRUCTION	\$ 9,545,608
2000 SUPPORT SERVICES	6,400,668
TOTAL GRANTS & CONTRACTS FUND	\$15,946,276

RESERVE FUND

2000 SUPPORT SERVICES	\$ 1,537,500
5200 TRANSFERS OF FUNDS	33,800
TOTAL RESERVE FUND	\$ 1,571,300

ENTERPRISE FUNDS

OTIS FUND

2000 SUPPORT SERVICES	\$ 216,300
5200 TRANSFERS OF FUNDS	683,700
TOTAL OTIS FUND	\$ 900,000

June 25, 2002

RESOLUTION MAKING APPROPRIATIONS (continued)**ENTERPRISE FUNDS (continued)****COOPERATIVE PURCHASING FUND**

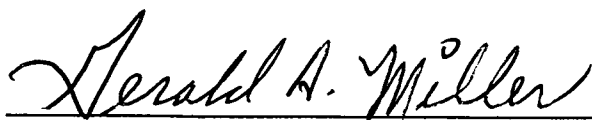
2000 SUPPORT SERVICES \$ 330,000

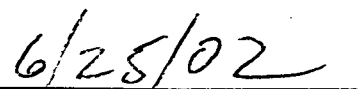
TOTAL COOPERATIVE PURCHASING FUND \$ 330,000**CONTINUING EDUCATION RENTAL LIBRARY FUND**

2000 SUPPORT SERVICES \$ 13,900

TOTAL CONTINUING EDUCATION RENTAL LIBRARY FUND \$ 13,900**INTERNAL SERVICE FUNDS****PRODUCTION**

2000 SUPPORT SERVICES \$ 195,629

TOTAL PRODUCTION FUND \$ 195,629

CHAIRPERSON

DATE

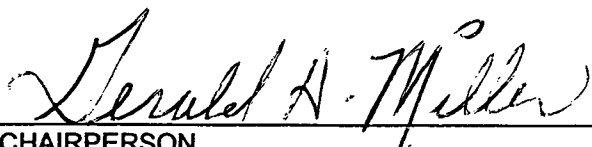
Note: Does not include \$1,845,300 in unappropriated funds (General Fund:\$1,830,000, Enterprise Funds: \$15,300.)

June 25, 2002

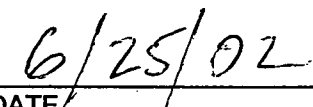
RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors for Lane Education Service District hereby adopts the budget for the 2002-2003 fiscal year in the total sum of \$33,723,305* now on file at the Office of the Superintendent.

* Aggregate sum of budget requirements for all funds.



CHAIRPERSON



DATE

June 25, 2002

RESOLUTION IMPOSING AND CATEGORIZING TAXES

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 \$.2232 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized for tax year 2002-2003 upon the assessed value of all taxable property within the district.

	Subject to Education Limitation	Excluded from Limitation
GENERAL FUND	\$.2232/1,000	\$0

Sherald A. Miller
CHAIRPERSON

6/25/02
DATE

**Approving the Charter and Agreement of the
Lane Council of Governments**

Whereas, the Lane Council of Governments was established by the agreement of local governments in 1971 under the authority of ORS 190.003 to 190.110; and

Whereas, the parties to that agreement recognize the need to jointly plan for facilities, utilities, and services of an areawide, or multi-agency, nature in order to strengthen local governments and better serve the public; and

Whereas, the parties further recognize the need to inform each other of proposals, plans, developments, and operations which have an areawide effect; and

Whereas, membership in the Lane Council of Governments is open to any public agency that has an operating budget, is located in Lane County, Oregon, has a service area wholly or primarily in Lane County, Oregon, and, further, which has a policy-level governing body comprised of officials elected directly to that body by popular vote; and

Whereas, Lane Education Service District meets these membership requirements and desires to participate as a member of the Lane Council of Governments and party to its Charter and Agreement:

Now, therefore, be it resolved that:

The Board of Directors of Lane ESD approves the Charter and Agreement of the Lane Council of Governments, a copy of which is attached and made part of this Resolution, and agrees to abide by and support its provisions; and

Be it further resolved that Lane Education Service District affirms its membership in the Lane Council of Governments.

Passed and approved this _____ day of _____, 2002

Joe Berney, Board Chair

J. Michael Vermillion, Superintendent

CHARTER AND AGREEMENT

LANE COUNCIL OF GOVERNMENTS

This Charter and Intergovernmental Agreement is made and entered into this 30th day of November, 1971 (Amended 5/22/75), (Amended 12/10/81), (Amended 2/27/92), (Amended 9/25/97), (Amended 4/23/98) by and between the agencies that adopted the attached resolutions.

ARTICLE I. ESTABLISHMENT

The Lane Council of Government (hereinafter called the Council) is established by authority of ORS190.003 to 190.110 and amendments hereafter made thereto, and by this Agreement among its members.

This Agreement supersedes all previous agreements which established or provided for the governance of LCOG and its predecessor agencies. The Council established by this Charter and Agreement shall assume all assets, liabilities, obligations, functions, and authority heretofore vested in or assumed by the Lane Council of Governments.

ARTICLE II. NATURE OF AGREEMENT

The members hereby recognize the need to jointly plan for facilities, utilities, and services of an areawide, or multi-agency, nature within Lane County, Oregon, in order to strengthen local governments and better serve the public. The members also recognize the need to inform each other of proposals, plans, developments, and operations which have an areawide effect; and while recognizing that not all these activities need be jointly planned, the members hereby agree to bring all such to the attention of the Council for its review and recommendation.

ARTICLE III. MEMBERSHIP

Section 1. Membership in the Council is open to any public agency that has an operating budget, is located in Lane County, has a service area wholly or primarily in Lane County, and has a policy-level governing body comprised of officials elected directly to that body by popular vote.

Section 2. The governing body of any public agency may attain membership by adopting a resolution approving the Charter and Agreement and by defraying a portion of the expenses of the Council as determined by the Council.

Section 3. Representation: Each member agency shall be entitled to a regular and an alternate representative on the Council selected from the elected governing body, designated by and serving at the pleasure of the member government's governing body.

ARTICLE IV. GOVERNING BODY AND VOTING

Section 1. The governing body of the Council shall be the Lane Council of Governments Board of Directors.

Section 2. General Board of Directors Voting Procedure—to be used for all meetings except when Section 3 is invoked.

A. General Purpose Government Members

Each member city shall be entitled to a single vote. Lane County shall be entitled to two votes cast by a single representative.

B. Special Purpose Government Members—Entitled To One Vote

1. School districts with full-time equivalent enrollment, as recorded by the Oregon State Board of Education, in excess of three thousand (3,000) students shall each have one vote.
2. Lane Education Service District shall have one vote.
3. Lane Community College District shall have one vote.
4. Member water and/or electric utility districts with service accounts in Lane County in excess of ten thousand (10,000) shall each have one vote.

C. Special Purpose Government Members—Entitled to Share Votes

1. School districts with full-time equivalent enrollment less than three thousand (3,000) students shall together be entitled to one vote.
2. Water and/or electric utility districts with service accounts in Lane County numbering less than ten thousand (10,000) shall together be entitled to one vote.
3. Port districts and soil and water conservation districts shall together be entitled to one vote.
4. Park and recreation districts shall together be entitled to one vote.
5. Other special districts, as defined by ORS 198.010 and meeting the membership requirements set forth in Article III, shall together be entitled to one vote.

Alternates to voting members shall be voting alternates in the absence of the regular member. Non-voting members and alternates shall be entitled to all rights and privileges of voting members except the right to vote or hold office.

Section 3. "One Person, One Vote" Procedure—to be used only when a voting member representing general purpose government specifically requests the chairman to follow the "One Person, One Vote" procedure. Each member city shall have one vote per 1,000 population or major portion thereof, and the county shall have one vote per 1,000 population or major portion thereof for the balance of the population in the county. In the case of member cities having a population of less than 1,000, the member city shall be entitled to one vote.

ARTICLE V. OFFICERS.

Section 1. There shall be a Chair and a Vice Chair of the Board of Directors. The voting members shall annually elect a Chair and a Vice Chair. The officers must be regular voting members of the Board of Directors.

Section 2. Duties of Chair: The Chair shall preside at all meetings of the Board of Directors, call meetings of the Board of Directors, and speak on its behalf. The Chair shall be entitled to vote on all matters before the Board of Directors.

Section 3. Duties of Vice Chair: The Vice Chair shall assume the duties of the Chair in his/her absence.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. There shall be constituted, each year following the election of officers, an Executive Committee.

Section 2. The Executive Committee shall be comprised of: the Chair and the Vice Chair, and four additional Board members, appointed by the Chair and ratified by the Board, so that the Committee's composition is representative of general purpose governments, special districts, and member agencies from among the coastal jurisdictions.

Section 3. The purpose and function of the Executive Committee shall be to address policy issues which require action between regular meetings of the Board, to provide counsel and direction to the Executive Director regarding administrative matters, and to address special tasks, as required by the Board.

ARTICLE VII. MEETINGS

The Board of Directors shall meet at times to be set by the Chair. Special meetings may be called by the Chair or by four members, with notice to all members 48 hours in advance of the meeting.

ARTICLE VIII. FUNCTIONS

The Board of Directors may have the following functions and duties:

- A. Upon request, and in cooperation with other advisory agencies, commissions, and boards, the Board of Directors may:
 - 1. Initiate, conduct, or cause to be conducted broad planning studies of areawide or multi-agency significance.
 - 2. Prepare, or have prepared, and adopt comprehensive plans, programs, or policies pertaining to multi-agency or areawide facilities, utilities, and services; and prepare and adopt plans, policies, and programs recommending the governmental and organizational devices or structures necessary for providing or constructing such facilities, utilities, and services.
 - 3. Prepare, adopt, and recommend policies and programs to alleviate areawide problems or to improve the effectiveness and efficiency of private, quasi-public, and public agencies.
 - 4. Prepare and propose policies, resolutions, ordinances, codes, laws, and regulations for submission to public and private agencies for the consideration.
- B. Render advice and technical assistance to public and private agencies and citizens.
- C. Review public and private agency policies, programs, and projects of an areawide or multi-agency nature with respect to consistency with adopted policies, programs, or plans; and forward such findings to local, state, and federal agencies.
- D. Review the plans, programs, and planning activities of individual agencies and governments within Lane County; and make recommendations which will result in the coordination of such plans, programs, and planning activities, in conformity to adopted policies, plans, and programs.

ARTICLE IX. POWERS

In carrying out its functions, the Board of Directors may:

- A. Enter into agreements with the United States, the State of Oregon, public or private agencies or corporations, and individuals for the purpose of obtaining financial aid or other participation carrying out the objectives, programs, and purposes of the Council.
- B. Own or lease equipment and other property in its own name.
- C. Adopt a budget indicating the receipts and expenditures of the Council, and establish the amount of financial participation by each member government.
- D. Seek and accept grants, gifts, loans, and donations in the name of the Council, a member government or member governments, or other public or quasi-private agencies.
- E. Make, adopt, and amend bylaws consistent with this Charter and Agreement.
- F. Appoint or remove the Executive Director, retain consultants, or obtain the personal services of individuals or employees of other agencies.
- G. Establish advisory committees.
- H. Take such other actions as are necessary to enable the Council to carry out its functions and duties.

ARTICLE X. EXECUTIVE DIRECTOR

The Executive Director shall be the chief administrative officer of the Council. The responsibilities and authority are:

- A. Annually to direct the preparation and presentation of a proposed budget encompassing all activities of the Council for approval by the Board of Directors and to administer all aspects of the budget as approved.
- B. To direct the preparation of an organizational/functional plan for consideration and adoption by the Board of Directors, and to report on proposed revisions or modifications to said plan as needed.
- C. To appoint and remove all employees of the Council. He shall employ such staff as necessary to carry out the work of the Council.
- D. To be responsible to the Board of Directors for all matters relating to staff.

- E. To administer the business of the Council and perform other additional duties as the Board of Directors may require.

All existing LCOG staff shall be transferred to the Council at the time this Charter and Agreement becomes effective.

ARTICLE XI. DURATION AND TERMINATION

This Charter and Agreement shall continue and remain in full force, and the Council shall not be dissolved unless by a two-thirds vote of the general purpose governments under the "One Person, One Vote" procedure; provided, however that any such dissolution shall not become effective until such time as any contracts to which the Council is a party have been fully performed or are no longer in effect. In the event of such dissolution, assets on hand shall be distributed to Lane County.

Any member government may withdraw as a participating member in the Council under this charter and Agreement at the termination of the fiscal year (July 1 through June 30) by notifying each member at least six months prior to the end of the fiscal year of its interest to withdraw.

ARTICLE XII. AMENDMENTS

This Charter and Agreement may be amended by a two-thirds vote of the parties to the Agreement who are voting member.

Roger W. McCorkle, Chair
LCOG Board of Directors

George Kloeppel
Executive Director

Date

DATE: June 25, 2002
TO: Mike Vermillion
FROM: Tom Ridgway
SUBJECT: ROOF OPTIONS

Roof History:

The current roof was installed approximately ten years ago. Problems with the installation of the roof were noticed within six months, and the contractor was contacted to remedy the problems. In following up on the problems, Alan Livingston contacted the contractor who then referred Alan to the manufacturer who referred Alan back to the contractor, etc. Attorneys were brought in, negotiations were attempted, and the contractor filed for bankruptcy, leaving the ESD with a poorly installed roofing system and no recourse for recompense.

We have had contractors inspect the current roofing system and all have agreed that the system was not installed properly. The contractors surmised that the initial layer of asphalt was too cool when the next layer was applied, trapping moisture between the layers that resulted in huge bubbles that expanded and contracted on our roof. The constant expansion and contraction caused the roofing material to fail, leaving large cracks along the wrinkles left by the contraction.

The last several years have seen the roof deteriorate to the point that we are required to have leaks fixed during almost every rain. Damage, due to water, has been noted within the facility in the form of water stained or damaged ceiling tiles, mildew, mold, and stained ceiling deck. The damage to the underlying roof insulation, due to the leaks, is minimal at this time, but will increase in the coming winter season. The insulation and facility damage will increase the cost of the new roof significantly if not addressed immediately.

Options:

1. Replace the entire roof system using the facilities fund augmented by other ESD reserve accounts

Benefits:

- The ESD will have a new roofing system before Winter
- The ESD will not incur new debt
- The ESD can use a bid process or the current AEPA contract through UMESD

Liabilities:

- Facilities and reserve accounts will be depleted

2. Replace the entire roofing system using the facilities funds and finance the remaining balance through low cost loans.

Benefits:

- The ESD will have a new roofing system before Winter

- The reserve accounts will remain intact
- The ESD can use a bid process or the current AEPA contract through UMESD

Liabilities:

- The ESD will incur debt for a portion of the roofing cost
- The facilities funds will be depleted

3. Replace the roofing system in sections to allow for full payment per section

Benefits:

- The ESD will have a portion of the roof replaced
- The ESD will pay for the roofing system as it is replaced

Liabilities:

- The roof that is not replaced will require significant maintenance during the coming year.
- Damage to the roofing system can be expected from the foot traffic resulting from the roofers and materials moving across to the portions of the roof to be replaced later.
- The insulation and facility will continue to incur damage in the roof not replaced, and that will lead to increased repair costs when the remaining roof is repaired.
- Interior damage will continue to occur, raising health and structural issues. The fiscal impact of such damage is difficult to assess, but could be significant.

4. Leave the roof as is and have the leaks fixed as they occur.

Benefits:

- The ESD will not be required to spend the funds during this fiscal year.

Liabilities:

- The roof will require significant maintenance during the coming year.
- The insulation and facility will continue to incur damage that will lead to increased repair costs when the roof is repaired.
- Interior damage will continue to occur, raising health and structural issues. The fiscal impact of such damage is difficult to assess, but could be significant.

Current Strategy:

We have been researching and investigating the roofing systems that have been successful over the long term in our climate, and installed on similar structures. The system that has proven to be resistant to our weather conditions has been the TREMCO, BURmastic 200 cold applied system. TREMCO has some Oregon education institutions that have had the systems installed since 1979.

I have had the opportunity to visit three schools in the Beaverton/Hillsboro area that have TREMCO, BURmastic 200 roofing systems installed. The schools I visited have had the roofing systems in place for up to 15 years and still look like new. The schools were Whitford Middle, Sunset High, and Century High. My impression was that the school administrators and facilities staff were very impressed with the durability of the product. The only failures noted by the facilities staff were when the roofing system had been breached by a contractor (installation of skylights, pipes, air conditioning, etc.) and the contractor had not been approved by TREMCO to install or maintain their products.

Lane ESD has been using Anderson Roofing of Salem as our primary contractor for the maintenance of our current roof. Anderson Roofing is one of the five approved Oregon contractors for the installation and maintenance of the TREMCO products.

Staff will continue to review our options to ensure that we leverage our dollars without damaging the quality of our new roofing system.

Financial Position:

The Facilities Maintenance Fund balance is not sufficient to cover the expected cost of the roofing project, and staff will continue to review the implications associated with each option.

Attachments:

Partial list of TREMCO roofing customers
Overview of BURmastic 200 roofing system
Pictures of roof and interior damage.

The BURmastic 200 family of roofing systems is a high performance, cold applied built-up roofing system. It contains no asbestos and is lower in odor than hot built-up roofs. Its application does not require kettles or torches. It is ideal for use in schools, health related facilities, electronics plants, fume/odor sensitive facilities and roofs with limited accessibility, such as high-rise buildings.

Basic Use:

The BURmastic 200 family of roofing systems can be specified as a new or replacement membrane wherever a built-up roofing membrane is used. Its specialized application methods and high performance components eliminate the inconsistencies and hazards of conventional hot bitumens.

Applicable Standards:

Consult your Tremco representative regarding current UL Classifications, FM Approvals and details on applicable standards and fire ratings.

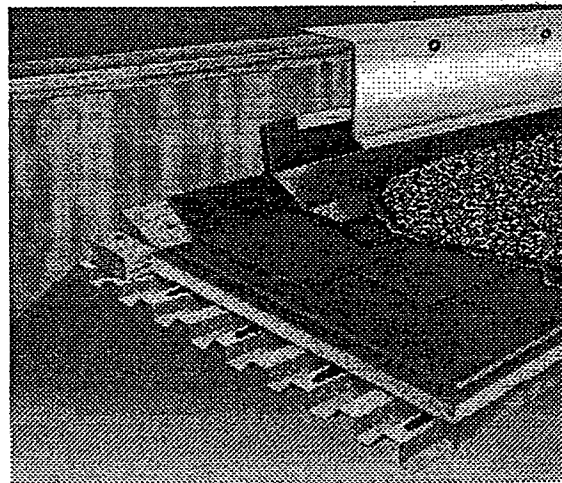
System Composition:

The BURmastic 200 family of roofing systems consists of a spray or brush applied BURmastic Adhesive which is used for adhering and surfacing plies of BURmastic Composite Ply felts. BURmastic Adhesive is a cold applied, asbestos free asphalt. BURmastic Composite Ply is a polyester/glass/polyester trilaminate reinforcement coated with waterproofing asphalt for cold applied built-up roofing systems.

Physical properties of the system may be customized to your specific requirements by the addition and/or deletion of approved components.

For example, to increase system tensile strength, add plies of BURmastic Composite Ply.

Contact your Tremco representative for specific system configurations to meet your requirements.

**Features:**

- No kettle required
- Tar and asbestos free
- No flame required
- Reduced odor
- High tensile strength
- Superior puncture resistance
- Trilaminate reinforcement
- Multi-ply system offers redundancy

Benefits:

- Reduces fumes and pollution
- Environmentally friendly
- Eliminates danger of fire and smoke pollution
- Better for use on occupied buildings
- Excellent thermal movement performance
- Improved resistance to abuse
- Longer life
- Successive levels provide extra protection and long-term performance

See the BURmastic 200 spec data sheet for your specific system or consult your Tremco representative.

The following is a partial list of public agencies or schools, who currently look to Tremco to assist them in most of their roofing requirements. We have assisted in developing long term management plans and specifications since the stated starting date. The specifications vary from restoration, single ply, built up, metal to 3-tab roofing. Please feel free to contact all or part of the below list to see what kind of job Tremco has been doing over the years.

<u>NAME</u>	<u>STARTING YEAR</u>	<u>PERSON</u>	<u>PHONE</u>
HILLSBORO SD	1985	ORVILLE ALLEMAN	503 640-8403
BEAVERTON S.D.	1995	KEN ANDERSON	503 5914455
ALBANY SCHOOLS	1979	JIM MCOWAN	503 967-4513
TIGARD SCHOOLS	1995	CUB HALE	503 684-2235
CORVALLIS SCHOOL	1981	BILL JOHNSON	541 7575877
SPRINGFIELD SD	1998	DENNIS JONES	541 7446375
CITY OF SALEM	1982	DAVE KELLY	503 588-6398
WILLAMETTE U	1982	STEVEN OVENS	503 379-6003
LAKE OSWEGO SD	1979	TED EVANS	503 635-0333
PORTLAND C.C.	1983	DARRELL KRAXBERGER	503 244-6111
MULTNOMAH COUNTY	1983	ALAN PROFFITT	503-988-3322 #26493
WOODBURN SD	1993	BILL KEY	503 981-2715
SCAPPOOSE SD	1996	JERRY LENNOX	503 543-5656
ST. HELENS SD	1995	ADAM STEWART	
REYNOLDS SD	1992	CURT ANDERSON	503 492 4921
LINN BENTON ESD	1996	JERRY BENNET	

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – May 28, 2002

Work Session

Chairperson Joe Berney called the work session to order at 6:00 p.m., Thursday, May 28, 2002, in accordance with the agenda and public notice of the meeting. Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Carol Wiggins, and Barbara McBurnett. Oregon School Boards Association Leadership Director John Young was also present.

John Young presented the OSBA proposal to provide consultant services for a superintendent search to be conducted in 2002-03. The search, customized for Lane ESD, is based on the premise that the Board is in charge. Dr. Young, the search consultant, would facilitate and advise the Board with additional assistance provided by OSBA staff to handle the numerous details. A search process checklist and search calendar will be provided.

To offset the cost of the search, Superintendent Vermillion will assume some responsibilities (outlined in proposal) which will result in a reduction of \$2,000. The OSBA search fee will be \$6,500. Board consensus was to contract with OSBA to provide the superintendent search with Superintendent Vermillion assuming some responsibilities. Dr. Young will meet with the Board in late August to begin the process.

The work session was adjourned at 7:05 p.m.

(official attachment: OSBA Executive Search Proposal)

- | | | |
|------------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | Chairperson Joe Berney called the regular board meeting to order at 7:15 p.m. Tuesday, May 28, 2002, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Stamdodge, Eileen Palmer, Michelle Mantel, Sue Mathisen, Carol Wiggins, and Barbara McBurnett, recording secretary.

Others attending were: Laura Krenk, John Young, and Mike Gleason |
| 3. Recognition of
Staff and/or Public | 3 | There was no staff or public recognition. |
| 4. Public Participation | 4 | There was no public participation. |
| 5. Action Items | | Item 5C, approve contract with OSBA for superintendent search, was added to action items. |
| | 5A | The following action items were included in the Consent Agenda approval:

(1) Approve Board Minutes of April 23, 2002
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting April 23, 2002, as submitted. |

(2) Approve Budget Committee Minutes of May 7, 2002

BE IT RESOLVED that the Board of Directors of Lane ESD approves the budget committee minutes of May 7, 2002, as submitted.

(3) Accept monthly Human Resources Report and approve personnel recommendations:

Appointments:

- Kelly Wonitowy, Speech Therapist, 8/2002
- Rachel Kaplan, Lane School Teacher, 8/2002
- Angela Sattler, Lane School Teacher, 8/2002

Resignation:

- Christine Gardner, Lane School Teacher, 6/14/02

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated May 20 2002.

(4) Approve Grants/Contracts Awarded and Authorize Receipt of Funds

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Grants/Contracts Awarded report dated May 20, 2002, and authorizes receipt of funds.

(5) Approve Special Education Calendar

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the special education school calendars as submitted.

(6) Approve Lane ESD Participation in the GED Option Program

The General Education Development Testing Service enables approved states to provide access to the GED Option for selected secondary students, 16 and 17 years of age who are still enrolled in school. In order for home school students registered with Lane ESD to take GED Option tests, the ESD must make application to be a GED Option district.

Once an authorized GED Option district, Lane ESD will confirm that home school parents have notified the ESD of their intent to home school, have signed the GED Option Assurance Form and are eligible to participate in GED Option programs. The provision of the GED Option Assurance Form and the ESD confirmation then allows the student to access appropriate GED Option Programs and Testing.

BE IT RESOLVED that the Board of Directors of Lane ESD approves the participation of Lane ESD in the GED Option Program.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, MILLER, and SWANSON VOTING YES. (ESD Resolution #01--030)**

5B Approve Cooperative Purchasing Bid Awards

A tabulation of cooperative purchasing bids was reviewed. As in past years, recommendations are made by committees representing the participants who ultimately use these products have met and reviewed the bids and samples received. The recommended product and vendor is, in most cases, the lowest bid for an items that meets our specifications, taking into account item group bids or minimum dollar orders. It is requested the Board award bids as indicated.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves cooperative purchasing bids as recommended by the selection committees. A copy of the bid summary will be attached to the official copy of the minutes of this meeting. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, MILLER, and SWANSON VOTING YES. (ESD Resolution #01--031)**

- 5C Approve Contract with OSBA for Superintendent Search
In the Board work session prior to the regular Board meeting, Dr. John Young presented an overview of the Oregon School Boards Association proposal to conduct a superintendent search during the 2002-03 year. The consensus of Lane ESD Board of Directors was to enter into an agreement with OSBA to provide to provide consultant services to assist in the selection of a superintendent. Superintendent Vermillion will assume specific responsibilities which will reduce the fee from \$8,500 to \$6,500.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves an agreement with Oregon School Boards Association to provide consultant services to assist in the selection of a superintendent for a base fee of \$6,500. Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, MILLER, and SWANSON VOTING YES. (ESD Resolution #01--032)**

6. Discussion/ Reports

- 6A Program Report
Michelle Mantel updated Board members on the Distance Learning Feasibility Project. Technology/Learning Support Services, in conjunction with other ESD service areas, has been working on the project during this past year. Distance learning is defined as teacher separated from the student by time or geography. The project goal was to define and explore distance learning opportunities available now and anticipated in the future, and to make a recommendation on providing distance learning services to districts, schools and students within Lane County.

The project findings (official attachment) show that Lane County School Districts have a high level of interest in distance learning services and understand its value to students, although districts do not have the monetary or human resources to devote to distance learning services.

The study also finds that Lane ESD already provides a variety of distance learning services to Lane County schools and has a professional staff capable of integrating distance learning technologies and techniques into current services.

7. Superintendent's Report

- 7A Financial Report
Dave Standridge, business support services director, reviewed the financial report for March 2002. The trend continues with revenues are ahead of projections (property taxes, special education fees, refunds from the prior year) and expenditures are below projections, mostly due to savings identified by staff in December.
- 7B Lane County Superintendents' Council Review
Lane County Superintendents met in their last meeting of the 2001-02 year on Thursday, May 16. The primary topic of the meeting was regarding the function of the special education long-term planning committee.

The committee of special education directors and superintendents has been meeting for approximately 18 months for the purpose of considering special education services as well as determining emerging special education needs. The committee is advisory—not decision-making—and should make recommendations to Lane County superintendents.

Discussion outcomes:

- It's important for the group to provide recommendations to superintendents in the area of special education.
- Superintendents will be sent a copy of Lane ESD "Advisory Committee Guidelines" for review and clarification regarding the committee role.
- It is appropriate to forward multiple recommendations, not just consensus recommendations of the planning committee, for superintendents to consider.
- The committee should consider only special education services, including emerging needs.

Other comments: service delivery structure of special education services should be considered; committee members should consistently attend meetings; the committee needs vision and direction from superintendents.

7C 2002-03 Hiring Status

Special education and human resources staff have made excellent progress towards hiring staff for the 2002-03 year.

7D Legislative Report

With the failure of ballot measure 13 in the May 21 election, it is projected that the State budget will be out of balance by over \$910 million. Governor Kitzhaber has proposed a variety of one-time revenues, and along with reductions already, feels funding over the next three years will be stabilized. The governor has expressed grave concerns about education. It is expected the Legislature will be convened sometime in June.

7E Planetarium Report

Lane County Fairgrounds Director Mike Gleason was present to discuss the status of the Lane Planetarium with Board members.

Due to various factors, including the poor economy, the campaign to raise funds for the construction of a new planetarium has not been successful. The Lane County Board of Commissioners provided an unsecured loan to the Fair Board for operation of the planetarium. These funds will be fully expended in approximately one year.

Mr. Gleason approached the Board about the concept of placing a measure on the November ballot to authorize issuance of general obligation bonds for construction of a new planetarium. He anticipates the cost to be a few cents per thousand dollars of property assessments. Fairgrounds staff would be available to campaign for such a bond levy and secure funds for the associated costs. Although Board members feel preserving the planetarium as a county asset is important, the consensus was that support could not be offered for a bond levy without significant additional information and thorough planning.

8. Information from
Administrative Staff

8 Carol Knobbe commented that facilities space planning has been occurring. Staff input has been received. A University of Oregon architect who specializes in education facilities has been consulted. The plan can be implemented incrementally.

Carol Wiggins informed the Board that the Oregon Department of Education survey process has begun with component districts.

9. Board Member
Presentations and
Comments

9A Committee and Liaison Reports:

LCOG—Director Miller reported that the LCOG Board of Directors met on Thursday, May 23. Agenda items included: The increase in population based on the 2000 census information for Eugene moved the area to a different category of federal transportation planning designation; LCOG will be studying parks and open space in Lane County.

Lane Education Foundation—Director Huebner commented that the primary focus of the foundation has been to secure planetarium funding. In addition to cash donations for planetarium equipment, a donor has recently offered a land donation for a new planetarium site.

10. Announcement/
Correspondence

10A None at this time.

- | | | |
|--------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11. Public Participation | 11 | There was no public participation. |
| 12. Adjournment | 12 | <p>The meeting was adjourned at 8:50 p.m.</p> <p>The next meeting of the Lane ESD Board of Directors will be on Tuesday, June 25, 2002, beginning at 7:00 p.m., at the ESD Center Building</p> |
| 13. Executive Session | 13 | Chair Joe Berney called the Executive Session to order at 9:00 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. Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, and Barbara McBurnett. Board members |

Minutes approved:

6-25-02 BJM
(date) BJM

Attachments to official minutes:

1. OSBA Executive Search Proposal
2. Cooperative Purchasing Bid Awards
3. Distance Learning Feasibility Study Report

Jerry Miller
Jerry Miller, Vice Chair

J. Michael Vermillion
Mike Vermillion, Superintendent-Clerk



Lane Education Service District

1200 Highway 99 North • PO Box 2680
Eugene OR 97402-0374
(541) 461-8200 • Fax (541) 461-8298

J. Michael Vermillion
Superintendent-Clerk

LANE ESD IS COMMITTED TO WORKING IN PARTNERSHIP WITH SCHOOLS, FAMILIES, AND COMMUNITIES TO HELP STUDENTS SUCCEED.

DATE: May 13, 2002
TO: **DAVE STANDRIDGE**
FROM: Sandy Higinbotham
SUBJECT: **COOPERATIVE PURCHASING BID AWARD RECAP**

Attached is the tabulation of bids recommended to be awarded. The process for developing these recommendations is the same as used in the past. Committees representing the participants who ultimately use these products have met and reviewed the bids and samples received. The recommended product and vendor is, in most cases, the lowest bid for an item that meets our specifications, taking into account item group bids or minimum dollar orders.

The Board is requested to award Purchase Orders as indicated.

Board of Directors

Tom Huebner
Eugene

Joe Berney
Eugene

Donovan Kimball
Springfield

Michelle Holman
Deadwood

Sherry Duerst-Higgins
Cottage Grove

Jerry Miller
Springfield

James Swanson
Eugene

Chuck Forster, Advisor
Employment Training

Patricia Rogers, Advisor
Social Services

**COOPERATIVE PURCHASING BID AWARD RECAP
2002-2003**

<u>SECTION #10</u>	- AUDIO VISUAL SUPPLIES	\$ 3,940.84
<u>SECTION #20</u>	- LIBRARY SUPPLIES	3,620.37
<u>SECTION #25</u>	- DATA PROCESSING SUPPLIES	13,361.03
<u>SECTION #30</u>	- OFFICE/INSTRUCTIONAL SUPPLIES	76,172.87
<u>SECTION #35</u>	- FILING CABINETS/FURNITURE	1,972.09
<u>SECTION #40</u>	- CUT PAPER	71,772.58
<u>SECTION #50</u>	- ART SUPPLIES	33,893.30
<u>SECTION #60</u>	- CUSTODIAL SUPPLIES	56,288.79
<u>SECTION #70</u>	- FIRST AID SUPPLIES	13,911.49
<u>SECTION #78</u>	- AUDIO VISUAL EQUIPMENT	2,144.46
<u>SECTION #80</u>	- PLAYGROUND/ATHLETIC SUPPLIES	<u>10,730.38</u>
<u>TOTAL</u>	*	\$287,808.20

* (Does not include the handling charge to Clients)

bidreltr

**COOPERATIVE PURCHASING BID AWARD SUMMARY
OF 2002-2003 SUPPLIES**

AUDIO VISUAL SUPPLIES #10:

Rexel Taylor Electric	\$ 1,106.50
Standard Stationery	775.07
Platt Electric	79.03
Pyramid School Products	<u>1,106.50</u>
TOTAL	\$ 3,940.84

LIBRARY SUPPLIES #20:

Brodart, Inc.	\$ 160.32
Demco, Inc.	2,299.19
Gaylord Bros.	<u>1,160.86</u>
TOTAL	\$ 3,620.37

DATA PROCESSING SUPPLIES AND FORMS #25:

Boise Cascade Office Products	\$ 309.66
Best Computer Supplies	2,477.98
FKM Copier	260.95
MCSI	770.50
Mail-Well Envelope	410.20
Standard Stationery	1,382.94
American Toner Products	<u>7,748.80</u>
TOTAL	\$ 13,361.03

INSTRUCTIONAL/OFFICE SUPPLIES #30:

Snyder-Crecelius	\$ 10,601.94
Boise Cascade Office Products	6,496.24
Elan Publishing Company	442.17
Elgin School Supply	3,888.27
Everett Pad & Paper	5,665.51
Hammond & Stephens	235.80
Myron Manufacturing Company	339.99
Unisource Maintenance	105.60
Standard Stationery Supply	20,537.53
Pyramid School Products	19,899.51
Office Depot	1,307.70
Unisource Worldwide	5,480.79
Willamette Stationers	<u>1,171.82</u>

TOTAL**\$ 76,172.87****FILING CABINETS/FURNITURE #35:**

Boise Cascade Office Products	\$ 174.69
Virco Manufacturing	<u>1,797.40</u>

TOTAL**\$ 1,972.09****CUT PAPER #40:**

Unisource Worldwide	\$ 50,447.81
West Coast Paper	3,792.18
Spicers Paper	10,040.06
Paper 101	<u>7,492.53</u>

TOTAL**\$ 71,772.58****ART SUPPLIES #50:**

Snyder-Crecelius	\$ 11,625.09
Dick Blick Company	355.91
Elgin School Supply	665.21
Everett Pad & Paper	2,521.75
Georgies	1,471.80
Standard Stationery Supply	417.92
Pyramid School Products	13,393.93
Office Depot	3,090.35
Willamette Stationers	<u>351.34</u>

TOTAL**\$ 33,893.30**

CUSTODIAL SUPPLIES #60:

Galifco Oregon	\$ 80.00
McDonald Wholesale	6,962.87
Mt. Hood Chemical	1,648.00
Moore Medical	199.81
Unisource Maintenance	5,283.18
Scot Supply	819.24
Unisource Worldwide	24,132.31
American Linen	2,403.77
Pyramid School Products	1,151.85
Forrest Paint	331.01
Micro Bio-Medics	19.32
Xpedx	9,520.80
United Health	1,310.25
Platt Electric	1,190.13
Pioneer Wiping	<u>1,236.25</u>

TOTAL **\$56,288.79**

FIRST AID SUPPLIES #70:

Micro Bio-Medics	\$ 4,837.87
Moore Medical	2,596.75
United Health	6,906.16
Summit Sports Medicine	<u>380.71</u>

TOTAL **\$ 13,911.49**

AUDIO VISUAL EQUIPMENT #78:

MCSI	\$ 182.72
Columbia Audio Specialties	192.21
Troxell Communications	52.96
Video Service of America	436.09
WJM Plastics	843.16
Aves Audio Visual Systems	164.69
A&V Tape Handlers	161.53
Long's Electronics	<u>111.10</u>

TOTAL**\$ 2,144.46****PLAYGROUND/ATHLETIC SUPPLIES #80:**

Gregg United Sports	\$ 2,179.02
Sport Supply Group	951.04
McKenzie Outfitters	1,262.40
Pyramid School Products	1,748.86
Pioneer Wiping Cloth	1,443.75
Baden Sports	<u>3,145.31</u>

TOTAL**\$ 10,730.38****GRAND TOTAL ALL SECTIONS****\$287,808.20****bidrecap**

May 13, 2002

COOP PURCHASING BID SELECTION EXPLANATION

The following is a list of items where low bid meeting our specifications and/or brand shown on the bid forms was not selected. In almost every case the reason is because of a manufacturer's minimum that must be met or because of all-or-none (unit) bids by vendors. In regard to the all-or-none bids, we have added up the low bid dollars for a group of like items and also the amount for the all-or-none bid and selected the lowest dollar amount for the group.

ITEM	LOW	SELECTED	REASON
Print Cartridges	\$ 361.20	\$ 381.50	(2)
Calendar	40.15	67.98	(4)
Envelopes	3,403.26	3,434.03	(2)
Labels	1,195.98	1,214.99	(2)
Paper Punch	215.76	303.60	(2)
Paper, Carbonless	3,681.84	3,773.84	(2)
Paper, Butcher	2,020.05	2,158.27	(1)
Paper, Construction	1,514.13	1,560.05	(1)
Garbage Cans	491.20	508.16	(1)
Extension Cords	64.26	71.82	(2)
Cold Packs	<u>291.74</u>	<u>301.60</u>	(2)
TOTAL	\$ 13,279.57	\$ 13,775.84	

Reason Code:

- (1) Couldn't meet vendors \$\$ minimum
- (2) All-or-none bid on groups of items
- (3) Teachers, secretaries, custodians at the selection meeting wanted the style, brand that we sampled because of problems on brands purchased in the past.
- (4) Quality of products
- (5) Shipping problems with vendor
- (6) Not available any longer
- (7) Do not want full cartons as required

bidexp

Lane ESD

Distance Learning Project Findings

Developed by Distance Learning Project Team
May 2002

Project Goal

Overall Findings

Current Services

New Services

Future Services

Appendix A – Detailed Explanation of Current Services

Appendix B – Detailed Explanation of New Services

Appendix C – Detailed Explanation of Future Services

Distance Learning Project Findings

April 2002

Document Contents

This document provides a summary of the Distance Learning Team's recommendations for ongoing and future distance learning services within Lane County.

It does not contain information on the numerous ideas for services that were reviewed, discussed and discarded by the Team throughout the project.

Appendix C provides information on potential services that may be considered in the future.

See the Distance Learning website at http://www.lane.k12.or.us/distance_ed/

Distance Learning Team

Lisa Baber, Business Office
Kristin Gunson, Curriculum/Teaching Support
Lynn Lary, Instructional Technology
Christine Long-Okesson, Technology/Learning Support
Michelle Mantel, Technology/Learning Support
Sue Mathisen, Special Education
Eileen Palmer, Curriculum/Teaching Support
Gary Ross, Media Library
Ruth Thompson, Communications/Marketing/Government Relations
Randy Trummer, Technology/Learning Support
Robert Young, Curriculum/Teaching Support

Distance Learning Team – dlteam@lane.k12.or.us

Distance Learning Project Findings

April 2002

Distance Learning Symposium Participants

Drew Braun, Bethel	dbraun@bethel.k12.or.us
Tim Goss, Bethel	tgoss@bethel.k12.or.us
Bob De La Vergne, Blachly	bdelaver@lane.k12.or.us
Elyssa Sumich, Blachly	asumich@lane.k12.or.us
Judy Hillman, Creswell	
Ellen Adler, Creswell	eadler@lane.k12.or.us
Karen Narmore, Creswell	knarmore@lane.k12.or.us
Randy Powell, C-A-L	
Ken Hamilton, C-A-L	khamilto@lane.k12.or.us
Denise Gudger, Eugene	gudger@4j.lane.edu
Kim Ketterer, Eugene	ketterer@4j.lane.edu
Gene Morgan, Fern Ridge	gmorgan@lane.k12.or.us
Kathi Holvey, Junction City	kholvey@lane.k12.or.us
Bob Coiner, Lane ESD	bcoiner@lane.k12.or.us
Bob Curtis, Lane ESD	bcurtis@lane.k12.or.us
MaryJean Knoll, Lane ESD	mknoll@lane.k12.or.us
Roy Williams, Lowell	rwilliam@lane.k12.or.us
Karl Miller, Lowell	kmiller@lane.k12.or.us
Vern Eastburn, Mapleton	veastbur@lane.k12.or.us
Dan Adams, Marcola	dadams@lane.k12.or.us
Ron Hitchcock, McKenzie	ronh@mckenzie.k12.or.us
Larry Horton, Oakridge	lhorton@lane.k12.or.us
John Maklary, Oakridge	jmaklary@lane.k12.or.us
Judy Hampton, Oakridge	jhampton@lane.k12.or.us
Richard Adams, Pleasant Hill	radams@lane.k12.or.us
Claudine Lundgren, Pleasant Hill	clundgre@lane.k12.or.us
Judy Nevell, Pleasant Hill	jnevell@lane.k12.or.us
David Langan, Siuslaw	dlangan@lane.k12.or.us
Robbi Povenmire, Siuslaw	rpovenmi@lane.k12.or.us
Colt Gill, South Lane	cgill@lane.k12.or.us
Bill Davis, Springfield	bdavis@sps.lane.edu
Doug Orton, Springfield	dorton@sps.lane.edu
Mark Watson, Springfield	mwatson@sps.lane.edu

Distance Learning Project Findings

April 2002

Project Goal

To define and explore the distance learning opportunities available now and anticipated in the future, and make a recommendation on providing distance learning services to districts, schools and students within Lane County.

Project Objectives

Current Opportunities – Explore distance learning opportunities currently available to districts, school and students within Oregon.

Vision – Develop a vision for distance learning within Lane County that takes into consideration current resources and explores potential services if resources were plentiful or unlimited.

Customer-focused Strategies – Make recommendations on distance learning strategies that:

- Take into consideration the needs of districts, schools, teachers, students and the Lane ESD.
- Are viable from a practical and fiscal perspective.
- Will actually result in increased learning opportunities.

Sustainability – Analyze the sustainability and long-term resource needs of each recommendation to ensure a clear understanding of the total investment costs. This analysis should take into consideration all costs including on-going human resources support, technical infrastructure demands and growth, etc.

Partnerships – Consider the feasibility of entering into partnerships with other entities to enhance Lane ESD's distance learning objectives by offering a wider variety of learning opportunities and/or by sharing resources and costs to achieve economies of scale.

The Question

Should the ESD provide distance learning services, and if so, what should be provided and what are the first steps Lane ESD needs to take?

Distance Learning Project Findings

April 2002

Overall Findings

Lane County School Districts

- Have a high level of interest in distance learning services and understand the value to students.
- Do not have the monetary or human resources to devote to distance learning initiatives.
- Recommend taking small, incremental steps in approaching distance learning services.
- Are open to having Lane ESD coordinate services within Lane County.

Distance Learning Services

- Numerous distance learning services are available within Oregon and outside of Oregon.
- Services vary widely in approach, quality and success.
- Several Oregon School Districts have taken the lead in providing services to the students they serve.
- There are several statewide discussion groups, but there is no statewide leadership or direction for distance learning initiatives.
- Multiple interrelated components are required to provide a single distance learning service. Small incremental steps for an end user may require multiple large steps by Lane ESD.

Lane ESD

- Already provides a variety of distance learning services to Lane County Schools.
- Has a professional staff capable of integrating distance learning technologies and techniques into current services.
- Recognizes the multiple benefits of providing distance learning services to school districts, but has limited resources available for expanding any services (including distance learning services).

See Lane ESD's Distance Learning Website (http://www.lane.k12.or.us/distance_ed/) for detailed information on distance learning services and opportunities.

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – April 23, 2002

Executive Session	<p>Executive Session called to order at 6:00 p.m. under provisions of ORS 192.660(1)(h) to consult with legal counsel regarding intergovernmental agreement, and ORS 192.660 (1)(a) to consider employment of a public officer, employee, staff member or individual agent.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Eileen Palmer, and Barbara McBurnett, recording secretary.</p> <p>The Executive Session was adjourned at 7:00 p.m.</p>
1. Regular Meeting Call to Order	<p>1 Chairperson Joe Berney called the regular board meeting to order at 7:10 p.m. Tuesday, April 23, 2002, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Michelle Mantel, Sue Mathisen, Carol Wiggins, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Paul Weill, Robert Young, Laura Krenk, and Pete Marks</p>
3. Recognition of Staff and/or Public	<p>3 There was no staff or public recognition.</p>
4. Public Participation	<p>4 There was no public participation.</p>
5. Action Items	<p>5A The following action items were included in the Consent Agenda approval:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.</p> <p>(1) Approve Board minutes of March 19, 2002 BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting March 19, 2002, as submitted.</p> <p>(2) Accept monthly Human Resources Report and approve personnel recommendations Appointments: Tamara Duvall, Life Skills Teacher, August 2002 LeAnn Luiten, Life Skills Teacher, August 2002 Abigail Small, Life Skills Teacher, August 2002 Keri Sharp, Lane School Teacher, August 2002 Stephen Willow, Juvenile Justice Center Teacher, April 11, 2002</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated April 16, 2002.</p> <p>DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Huebner seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 01-026)</p>

- 5B Appoint Dave Standridge Director of Business Support Services
Dave Standridge has served as interim director of business support services since October 2001. Dave has done an outstanding job and has toiled long hours fulfilling the responsibilities of two jobs—accounting supervisor and director of business support services. His work is very neat and accurate, meets deadlines, and readily provides requested information. I am very pleased to forward this resolution appointing David Standridge to the position of director of business support services.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD appoints Dave Standridge to the position of Director of Business Support Services. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 01-027)**

- 5C Authorize Participation in the OSBA Pension Bond Program
Superintendent Vermillion recommended that the resolution to participate in the OSBA Pension Bond Program be withdrawn due to increasing interest rates and risk factors. The resolution was withdrawn.

- 5D Approve Board Member Attendance at OAESD Conference
Board members Sherry Duerst-Higgins, Tom Huebner, Jerry Miller and Jim Swanson have indicated their interest in attending the Oregon Association of Education Service Districts Annual Conference May 31 to June 2, at Eagle Crest.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance of Directors Duerst-Higgins, Huebner, Miller, and Swanson at the OAESD Annual Conference May 31 to June 2, 2002 at Eagle Crest in Redmond, Oregon. Director Kimball seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 01-028)**

- 5E Approve Budget Committee Appointments
Bethel School District Board members have volunteered to fill the two remaining budget committee vacancies: Alan Laisure, zone 4 (position 4), and Wayne Watkins, at-large (position 6).

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the appointment of Alan Laisure and Wayne Watkins as Lane ESD Budget Committee members. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 01-029)**

6. Discussions/ Reports

- 6A Program Report – Goals 2000 Reading and Writing
School Improvement Specialist Robert Young reported on grant activities that support teacher training including Goals 2000 and the recently awarded Teaching American History grant. The Goals 2000 English/Language Arts Grants has provided professional development to 359 teachers in Lane County representing 8,230 hours of training. The three-year American History Grant has involved 80 K-12 teachers directly and 320 teachers indirectly

- 6B 2002-03 Tentative Board Meeting Schedule
The following dates are proposed for the 2002-03 regular meetings for the Lane ESD Board of Directors. Exceptions to the fourth Tuesday are: July 9 (organizational meeting), December 10 (combined November-December meeting), March 18 (the week prior to spring break).
- July 9, August 27, September 24, October 22, December 10, January 29, February 25, March 18, April 22, May 27, June 24

7. Superintendent's
Comments/Information

6C Administrative Rule Revisions

The following administrative rule revisions were submitted to the Board for your information.

- (1) CPA-AR – Layoff/Recall – Administrative/Confidential Personnel
- (2) GAB-AR(2) – Classified Personnel Position Description Review
- (3) GAB-AR(3) – Internal Employee Hired to New Position Classification
- (4) EBAC-AR – Safety Committee

7A Financial Report

Dave Standridge reviewed the March 31, 2002 financial report. The state has recently informed the ESD that 2001-02 revenues will be reduced by an additional \$382,000 (less than ADMw projections) due to increased property tax revenue and incorrect calculations in the July 2001 estimates from the state.

7B 2002-03 Budget Status

Dave Standridge reported that fiscal service staff is preparing for the May 7 Lane ESD budget committee meeting. The 2002-03 budget is being prepared with the best information available at this time.

7C Lane ESD Policy Manual Status

The Lane ESD policy book rewrite will be completed by the May Board meeting. Oregon School Boards Association has recently begun offering an online policy manual service. The timing is optimal for Lane ESD to take advantage of this service, since OSBA has an electronic version of our policy manual thus eliminating the formatting fee.

The \$995 annual fee includes *Policy Update*, manual maintenance services, and review of policy and administrative rules changes by OSBA staff. A sample of an on-line policy manual can be reviewed at osba.org.

The Lane ESD Policy Book will be easily accessible via the Lane ESD website (service to begin July 1, 2002). There will be complete "hard" copies of policy manual available in the superintendent's and directors' offices, as well as a public copy.

7D Telephone System Upgrade

Plans to upgrade of the ESD telephone system are proceeding. The current telephone system was installed in 1986, and maintenance support for the system will soon be difficult to obtain. The new telephone system will be based on up-to-date technology, include a paging system, utilize the recently updated voice mail system, and will be installed by June 30, 2002.

7E Facilities Review

Assistant superintendent Carol Knobbe has been meeting with staff to get input regarding the facilities utilization plan.

7F Lane County Superintendent Council Meeting Review

Superintendent Vermillion reported on the Lane County superintendents meeting of Thursday, April 18. The agenda included a report by Eileen McCann, director of the Business Education Compact; proposals received to provide electronic maintenance to districts from Linn-Benton-Lincoln and Douglas ESD's; Superintendent Vermillion reported to superintendents that Lane ESD should be able to fund Resolution Agreement #1—increase cash in lieu dollars for Administrative application Resolution Services (resolution #2) to \$15 from \$12 per ADMw, and Agreement #2—reinstate a portion of the funds for Direction Service, up to \$39,000.


- | | | |
|--------------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. Information from Administrative Staff | 8 | <p>Special education director Sue Mathisen reviewed activities of the special education long-term planning committee which include:</p> <ul style="list-style-type: none"> • work on improving mechanism for systematically gathering information from districts relating to projecting enrollment in the Life Skills Education program. • discuss the viability of a satellite classroom for students living in outlying areas. • discuss what is occurring in each district regarding the impact of budget cuts and the challenge of increasing numbers of students and decreased revenue (an ongoing topic) |
| 9. Board Member Presentations and Comments | 9A | <p>Committee and Liaison Reports:</p> <p>LCOG—Director Miller reported that LCOG will meet Thursday, April 25, at Junction City Council Chambers. Agenda items will include area plan on aging and disability services; transportation unified planning work program, and compliance certification with federal transportation planning requirements.</p> <p>OSBA Board—Director Duerst-Higgins reported that she attended the National School Boards Annual Conference in New Orleans, as an OSBA representative. Directors Berney and Miller also attended. There were many excellent presentations. Handouts and class information are available online at nsba.org.</p> |
| | 9B | <p>Advisory Member Report</p> <p>Employment advisor Chuck Forster reported on activities of Lane Workforce Partnership, including: LWP received a \$1.5 million grant from the Department of Labor; United Way is now a funding source for LWP; 1,500 laid off Lane County workers have received assistance from LWP in the last 18 months.</p> <p>Chuck agreed to do a more detailed report of Lane Workforce Partnership activities at the October 22 ESD Board meeting.</p> |
| 10. Announcement/Correspondence | 10 | <ul style="list-style-type: none"> • OSBA Summer Board Workshop
July 13-14, Eagle Crest, Redmond • AESA 26th Annual Conference and Exposition
December 4-7, 2002, in Dallas, Texas |
| 11. Public Participation | 11 | <p>There was no public participation.</p> |
| 12. Adjournment | | <p>The meeting was adjourned at 8:32 p.m.</p> <p>The next meeting of the Lane ESD Board of Directors will be on Tuesday, May 28, 2002, beginning at 7:00 p.m., at the ESD Center Building</p> |

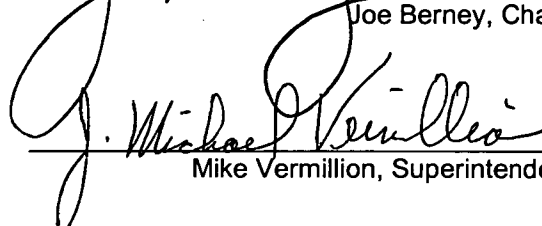
Minutes approved:

5-28-02 BJM
(date) BJM

Attachments to official minutes:

- 2002-03 Resolution Agreements (1/23/02)


Joe Berney, Chairperson


Mike Vermillion, Superintendent-Clerk

January 23, 2002

To: Lane County Superintendents
From: Mike Vermillion
Subject: Agreement on 2002-03 Resolutions

The superintendents support the 2002-03 Lane ESD resolution services package presented at the January 17, 2002, Superintendents Council meeting, with certain reservations and modifications. The suggested changes are incorporated into five (5) agreements reached at the meeting. Any other additions, deletions or modifications of these agreements will require the Lane County superintendents' to revisit the entire package of resolution services prior to submitting to school boards for approval.

The agreements follow:

Agreement 1: Should Lane ESD realize new money from property tax and the State School Fund for the 2002-03 budget year beyond the revenue estimates presented to superintendents on January 17, 2002, the priority will be to increase Eugene and Springfield cash in lieu dollars to \$15 from \$12 per ADMw in Resolution 2—Administrative Application Services. The estimated cost for **Agreement 1** is an additional \$99,000.

Agreement 2: Should Lane ESD realize new money from property tax and the State School Fund for the 2002-03 budget year beyond the revenue estimates presented to superintendents on January 17, 2002, and that which is needed to satisfy **Agreement 1**, then those dollars will be used to reinstate resolution support for Direction Service, up to an additional \$83,500. If monies are not available to fully fund Direction Service then superintendents agree to consider a per ADMw assessment to fund as much of the difference as possible. A resolution summary and benefit statement will be prepared and included along with other resolution services when distributed to school boards for approval.

Agreement 3: Should Lane ESD realize new money from property tax and the State School Fund for the 2002-03 budget year beyond the revenue estimates presented to superintendents on January 17, 2002, and that which is needed to satisfy **Agreements 1 and 2**, then the additional monies will be used to increase cash in lieu dollars for Eugene and Springfield to \$20 per ADMw. The estimated cost for **Agreement 3** is an additional \$165,000.

If there are not enough new dollars to satisfy **Agreements 1, 2 and 3**, then the superintendents agree to work collaboratively toward reaching an agreement for 2003-04 that would seek to establish equal dollars per ADMw for all Lane County school districts for Resolution 2—Administrative Application Support.

Agreement 4: Regardless of the availability of any new money from property tax and the State School Fund for 2002-03 beyond that identified on January 17, 2002, Lane ESD agrees to increase the cash in lieu dollars in Resolution 2—Administrative Application Services for Eugene and Springfield to \$15 from \$12 per ADMw for the 2002-03 budget year. The remaining school districts will continue to receive \$20 per ADMw for 2002-03.

Agreement 5: Should the perceived need continue for life skills classrooms beyond the two new life skills classrooms included in the 2002-03 budget, Lane ESD administrative staff will, in conjunction with the special education advisory committee, first confirm county-wide estimates of eligible life skills students; and second, explore class-size, the service delivery model and tuition rates as ways to accommodate more students. If the special education advisory committee recommends additional capacity in the Life Skills program, the Lane County superintendents agree to revisit the issue.

Additional Comment: The following is not an agreement *per se* but bears mentioning in this document. Rural and small school district superintendents expressed concern that the issues addressed and agreements reached on January 17, to a great extent, benefit the urban school districts. They ask that there be a chance to consider specific needs of rural and small school districts, as well, in this time of diminishing resources for all Lane County schools.

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – March 19, 2002

Executive Session

Chairperson Joe Berney called the Executive Session to order at 6:00 p.m., under provisions of 192.660 (1) (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, and Barbara McBurnett, recording secretary. The Executive Session was adjourned at 6:30 p.m.

1. Regular Meeting
Call to Order

1 Chairperson Joe Berney called the regular board meeting to order at 7:00 p.m. Tuesday, March 19, 2002, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Michelle Mantel, Sue Mathisen, Carol Wiggins, and Barbara McBurnett, recording secretary.

Others attending were: Randy Trummer, Tom Ridgway, Laura Krenk Pete Marks, Brian Hartman, Lori Wollenweber, Pam Bonebright, Lynn Lary, and Jeri Ingallinero.

3. Recognition of
Staff and/or Public

3 There was no staff or public recognition.

4. Public Participation

4 There was no public participation.

5. Action Items

5A The following action items were included in the Consent Agenda approval:

(1) Approve Board minutes of February 26, 2002

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting February 26, 2002, as submitted.

(2) Accept monthly Human Resources Report and approve personnel recommendations

- Janine Goodwin, Life Skills Teacher, Medical Leave, 2/21/02
- Kurt Goldenstein, Lane School Teacher, Resignation, 6/14/02

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated March 13, 2002.

(3) Second Reading—Approve Policy CPA, Layoff Recall – Administrative/Confidential Personnel

Policy CPA was submitted for a first reading at the February Board meeting.

BE IT RESOLVED that the Board of Directors of Lane ESD adopts Policy CPA, Layoff Recall – Administrative/Confidential Personnel as submitted.

(4) Approve Assistant Superintendent Contract

BE IT RESOLVED that the Board of Directors of Lane ESD approves the assistant superintendent's contract for the period July 1, 2001 to June 30, 2004.

(5) Approve Superintendent Contract

BE IT RESOLVED that the Board of Directors of Lane ESD approves the superintendent's contract for the period July 1, 2002 to June 30, 2003.

DIRECTOR DUERST-HIGGINS 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 BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 01-022)**

5B Approve Contract for Audit Services

The proposed contract with Jones & Roth, Certified Public Accountants, through June 30, 2003, with an option to extend through June 30, 2004, was reviewed. The contract reflects an increase from the prior year of 1.25%, (pages 7 and 8) which represents one-half of the cost of living adjustment for the year 2001 Western Region United States.

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the audit contract with Jones & Roth, P.C., Certified Public Accountants, for the years ending June 30, 2002 and 2003, with ESD option to extend through June 30, 2004. Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 01-023)**

5C Approve Recommendations Regarding Electronic Maintenance

At the February 26 Board meeting, the superintendent was directed to provide the Board with additional information regarding the elimination of electronic maintenance services. This information was hand delivered to Board members on March 13 and also included in the Board packet. Board members had no additional questions or comments. Chair Berney called for comments from the public. There were none.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that Lane ESD discontinue electronic maintenance services on June 30, 2002 due to inadequate revenue from resolution and service fees to support this function. Director Kimball seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 01-024)**

5D Authorize Implementation of Layoff Policy

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Lane Education Service District Board of Directors finds a compelling need to enact a reduction of work force and authorizes the administration to implement the provisions of the Board Policy GCPA/GDPA-LAYOFF/RECALL. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 01-025)**

6. Discussion/
Reports

6A Board Travel

The Board received a summary report regarding Board travel expenditures. (official attachment) Board members felt the development of plan to address preplanning of Board travel—especially to national conferences, desired outcomes of conference attendance, and the best utilization of the Board travel budget. This should be an agenda item for the August Board meeting.

6B Administrative Rule KG-AR(2) -- Guidelines for Using the Instructional Technology Center (ITC)

This administrative rule was developed to clarify use of the technology lab and was submitted to the Board for information.

7. Superintendent's Report

- 7A Financial Report
Fiscal services director Dave Standridge reviewed the February 2002 financial report. Revenues are currently higher than anticipated due to a higher than normal property tax rate, but are expect to level out.
- 7B Legislative Report
The Legislature may have a third session in May. OSBA's Board of Directors, based on the recommendation of the OSBA Legislative Policy Committee, voted March 9 to oppose Measure 13 on the May 21, 2002 Primary Election ballot. The measure amends the Oregon Constitution to convert the Education Endowment Fund into an Education Stability Fund and withdraws \$220 million from the fund to backfill State School Fund cuts made by the legislature to re-balance the 2001-03 state budget.
- 7C School Board Brochures
Carol Wiggins distributed a brochure, based on the OSBA model, to "Welcome" the public to ESD board meetings. The brochure offers a friendly description of how meetings are conducted and how citizen input fits into the agenda. The brochure describes the board's role in the governance structure of a school district and answers the question "Who can be a board member?".
- 7D Oregon Children At Risk
Oregon statistics from ***Children at Risk: State Trends 1990-2000, a PRB/KIDS COUNT report based on the Census 2000 Supplementary Survey*** was submitted to the Board for information. This publication looks at changes in 11 key measures of child well-being between 1990 and 2000. Additional information, including state-by-state statistics, is available at aecf.org/kidscount/c2ss/.
- 7E Planetarium Update
Superintendent Vermillion reviewed terms of the Pledge Agreement between Skyvision equipment donors and the Lane Education Foundation. A permanent site for the Planetarium (Skyvision equipment) was to be completed within three years of the agreement. The agreement was signed approximately eight months ago, and very little appears to have been accomplished in the capital campaign to raise funds for construction of the new planetarium. Since there has been a verbal offer of land (another site) and cash to build a new planetarium facility, the Lane Education Foundation feels the issue of a commitment for capital for construction from the fairgrounds needs to be addressed, and will be pursuing information from fairgrounds director Mike Gleason.

8. Comments from Board Chair

- 8 Chairperson Berney commented on the perils of public bodies in these times of providing services with decreasing resources.

9. Information from Administrative Staff

- 9
- Special education director Sue Mathisen stated that the process for hiring licensed staff for the 2002-03 year has begun.
 - Curriculum/teaching support director Eileen Palmer commented that the Lane County Career Fair held on March 13 at the Lane County Fairgrounds was very successful with the participation of approximately 2,000 students, over 80 businesses, and astronaut Wendy Lawrence attending as keynote speaker.

10. Board Member Presentations and Comments

- 10A Committee and Liaison Reports:
LCOG—Director Miller commented that LCOG will meet Thursday, March 21.
- 10B Advisory Board Reports
There were no advisory board members present.

11. Announcement/Correspondence

- 11A There were no announcements or correspondence.

12. Public
Participation

- 12 Laura Krenk spoke on behalf of staff members Brian Hartman and Pete Marks who were present earlier in the Board meeting. Both employees had planned to address the Board of Directors regarding electronic maintenance services, were confused when they came into the meeting room and the meeting has already started.

12. Adjournment

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

The next meeting of the Lane ESD Board of Directors will be on Tuesday, April 23, 2002, beginning at 7:00 p.m., at the ESD Center Building.

Minutes approved:

4-23-02 BJM
(date) BJM

Attachments to official
minutes:

1. Board Travel Summary
2. Board Meeting Brochure

Joe Berney
Joe Berney, Chairperson

J. Michael Vermillion
Mike Vermillion, Superintendent-Clerk

Board Travel Budget Summary

Expenditure History

2000-01	1999-2000	1998-99	1997-98
\$8,872	\$8,849	\$9,450	\$9,911

2002-03 Budget -- \$8,000

- Approximately \$2,850 reimbursed for mileage to board meetings and miscellaneous mileage.
- Approximate cost per Board member to attend OSBA Annual Conference (Portland Marriott)
 - \$400 to \$500 per person -- \$140 registration, \$60.00 meal charges, \$100 per night lodging
- Approximate cost to attend OAESD Annual Conference (Eagle Crest)
 - \$400 per person -- \$160 registration, \$65 meal charges, \$100 per night lodging (2 nights)
- Approximate cost to attend AESA Annual Conference
 - \$1,470 per person -- \$400 registration, \$500 airfare, \$170 per night (x3) lodging, \$60 misc.
- Approximate cost to attend NSBA Annual Conference
 - \$1,725 per person -- \$565 registration, \$500 airfare, \$200 per night (x3) lodging, \$60 misc.

Other:

- Miscellaneous workshop registrations for Board members
- Miscellaneous lodging

What other districts do:

The three largest local district Boards are not currently traveling to national conferences due to budget reductions; but do encourage attendance at the OSBA annual conference.

Districts do not have specific "rotation" plans or policies for determining which Board members will travel to national conferences, but generally rotate based on who went previously and interest in conference topics.

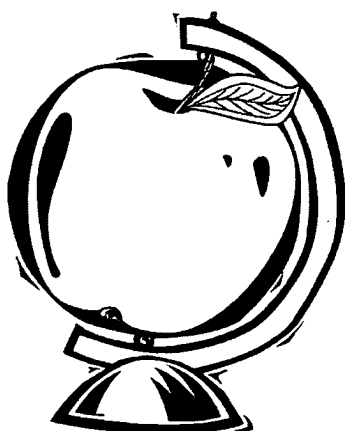
ESD's encourage Board member attendance at OSBA Conference and OAESD Conference.

Clackamas ESD encourages board members to travel to AESA, but not NSBA, since AESA material is more relevant.

Willamette ESD (9-member Board) sent two members to NSBA and two to AESA.

Information is generally shared verbally at a regular Board meeting. One ESD schedules a work session to review information learned by Board members attending the conference.

Welcome to a Meeting of Lane Education Service District Board



We're pleased you took the time to join us!

As elected Lane ESD board members, we are interested in your concerns and opinions.

Our hope is that this meeting will give you a better understanding of just how the Lane Education Service District operates. We encourage public participation in our meetings and welcome your comments. If you are interested in addressing the board, please review the procedure for public comment in this pamphlet. If you are here just to listen and learn, that's great! Just sit back and get a feel for "democracy in action."

ESD Board Meetings

The board meets monthly in meetings that are open to the public. The board meeting dates are announced in advance. Special meetings, also open to the public, are scheduled when needed. These sessions provide an opportunity for the ESD board to examine specific issues more thoroughly. Executive meetings, in accordance with Oregon law, are closed to the public. Some of the items for executive session include: personnel matters, collective bargaining strategies, property purchases, or discussions with legal counsel. News media representatives may attend some classes of executive sessions, but cannot report on them. Actions resulting from discussion in executive session must be taken in a public session.

What's on the agenda?

The board agenda is available before each board meeting and can be obtained at the ESD office. Background information on agenda items is available at board meetings.

The agenda is divided into three major categories:

CONSENT AGENDA consists of routine items such as previous board minutes, routine personnel actions and routine financial transactions. Normally, there is little or no discussion on these items.

ACTION ITEMS are addressed individually by the board and may include reports from ESD administrators or others.

REPORTS are presented for the board's information and require no formal action.

Continued on other side

How to be heard

The board encourages your comments! By hearing from the public, the board is able to make better-informed decisions. If you want to speak during the meeting, please let the board secretary know.

Comments on items not on the agenda may be presented during the “public participation” time at the beginning of each meeting. If you wish to comment on an agenda item, the board chair will call on you at the appropriate time.

When speaking to the board remember to:

1. Check with the board chair or superintendent to find out the preferred procedure.
2. State your name and address at the start of your testimony. Identify the organization, if any, that you represent.
3. Keep your remarks brief. A good rule of thumb is to keep your testimony under three minutes. If you need more time, you may be granted additional time after others have spoken.
4. Prepare several copies of written testimony to hand out to the board, administrators and news media representatives.

Board response

Audience time is not intended as a forum for public debate. Questions raised may require further investigation. Normally, the board will wait until its next meeting before responding to concerns raised.

What does the ESD Board do?

The ESD is governed by a board elected by the county’s registered voters to represent one of five zones and two “at-large” positions. The board is authorized to:

- Establish policies that direct the ESD;
- Employ and evaluate the superintendent;
- Negotiate with employee groups to determine salaries and benefits;
- Approve the annual budget;
- Authorize elections on bond proposals and other issues;
- Determine the long-range direction of the district; and
- Communicate with the community.

Who can be a Board Member?

The board members are elected from Lane County to serve four-year terms.

To be eligible for election, a person must be a qualified voter and reside in the representative area for one year immediately preceding the election. Members of the board serve without pay. Terms of office begin and end with the district’s fiscal year, July 1. Officers of the board are elected annually at the first regular meeting.

WRITTEN BY THE OREGON SCHOOL BOARD ASSOCIATION
FOR USE BY SCHOOL DISTRICTS.



Lane Education Service District

1200 Highway 99 North • Eugene Oregon 97402 • www.lane.k12.or.us

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LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – February 26, 2002

- | | | |
|------------------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Joe Berney called the regular board meeting to order at 7:00 p.m. Tuesday, February 26, 2002, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Michelle Mantel, Sue Mathisen, Carol Wiggins and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Brian Hartman, Pete Marks, and Lynda Harris.</p> |
| 2. Recognition of
Staff and/or Public | 2 | <p>Brian Hartman (desktop support technician) and Pete Marks (electronic technician-repair) addressed the Board regarding the elimination of electronic maintenance services. The technicians expressed their desire to remain Lane ESD employees and feel the work they perform for Lane ESD and component districts is a valued service.</p> |
| 3. Introduction of
Guests | 3 | <p>Introduction of Guests</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>(1) Approve Board minutes of January 22, 2002
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting October 16, 2001, as submitted.</p> <p>(2) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated February 20, 2002.</p> <p>(3) Second Reading—Approve Policies, Section K/L—District Community Relations
New and revised policies for Section K/L were submitted for a first reading at the January 22 Board meeting.</p> <ul style="list-style-type: none">• KAA—Community Relations Goals and Objectives• KBA—Public Records• KBCA—Media Relations• KBCAA/GBEBE/JHCCC—News/Media HIV or AIDS• KBE—Political Campaigns• KC—Community Involvement in Decision Making• KG—Use of ESD Facilities• KGB/KGC—Public Conduct on ESD Property• KGC—Smoking on ESD Premises by Public• KGF/EDC—Authorized Use of District Equipment and Materials• KH—Gifts, Grants and Donations• KI—Public Solicitation in ESD Facilities• KJ—Advertising in ESD Facilities• KJA—Materials Distribution• KK—Visitors to ESD Facilities |

- KL—Public Complaints
- KN—Relations with Law Enforcement Agencies
- KNA—Cooperation with Private Entities
- LE—Relations to Community Agencies
- LGA—Compliance with Standards

BE IT RESOLVED that the Board of Directors of Lane ESD adopts new and revised policies in Section K/L, District/Community Relations, as recommended by the OSBA policy audit.

(4) Second Reading—Approve Policy GDL, Staff Development-Classified
New policy GDL was submitted as a first reading at the January 22 Board meeting.
BE IT RESOLVED that the Board of Directors of Lane ESD adopts Policy GDL, Staff Development-Classified, as submitted.

(5) Second Reading—Approve Policy EBAC-Safety Committee
Revised Policy EBAC was submitted as a first reading at the January 22 Board meeting.
BE IT RESOLVED that the Board of Directors of Lane ESD adopts Policy EBAC, Safety Committee, as submitted.

(6) Approve Fiscal Designations
Dave Standridge was appointed interim fiscal services director in December. The following official designations are needed to support his appointment.
BE IT RESOLVED that the Board of Directors of Lane ESD appoints David Standridge as Budget Officer for the district for fiscal year 2001-02, in accordance with ORS 294.331.
BE IT RESOLVED that the Board of Directors of Lane ESD designates J. Michael Vermillion and David Standridge as signatories for all district financial accounts for fiscal year 2001-02.
BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a Clerk's Bond for David Standridge in the face amount of \$100,000.

(7) Authorize Renewal of Probationary Licensed Staff for 2002-03 (official attachment)
BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the notification of all affected employees of their change of status, as submitted. For those employees who are renewed, the effective date will be the first working day of the 2002-03 school year.

(8) Authorize Contracts for Licensed, Non-Administrative Staff for 2002-03 (official attachment)
BE IT RESOLVED that the Board of Directors of Lane ESD authorizes extending contracts of licensed, non-administrative staff for the 2002-03 year, as submitted.

(9) Authorize Contracts for Licensed, Administrative Staff for 2002-03 (official attachment)
BE IT RESOLVED that the Board of Directors of Lane ESD authorizes extending contracts of licensed, administrative staff for the 2002-03 year, as submitted.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, AND SWANSON VOTING YES.**
(ESD Resolution # 01-017)

5B Approve Board Member Attendance at NSBA Conference
NSBA's 62nd Annual Conference & Exposition is April 6-9, 2002, in New Orleans, Louisiana. Board members Joe Berney and Jerry Miller have requested to attend the conference.

DIRECTOR DUEST-HIGGINGS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Directors Berney and Miller at the NSBA Conference April 6-9, 2002, in New Orleans. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, AND SWANSON VOTING YES. (ESD Resolution # 01-018)**

- 5C Approve Recommendations Regarding OTIS and Electronic Maintenance Closure
Director Swanson requested that the recommended action for OTIS and electronic maintenance be separate. Board members concurred.

At the March 9, 2000 meeting, the Board authorized Lane ESD to continue to provide both business and student software application services "at least" until June 30, 2002. No clients have expressed a desire for Lane ESD to provide these services beyond this date. Therefore, it is the intent of staff to cease student and business application services to all clients as of June 30, 2002. All users remaining on the system have been duly notified of closure.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Lane ESD will discontinue the provision of both business and student software applications on June 30, 2002. Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, AND SWANSON VOTING YES. (ESD Resolution # 01-019)**

Lane County superintendents recommended, and the Lane ESD Board approved, withdrawal of resolution support for electronic maintenance for 2002-03. The gap between anticipated revenues and estimated expenditures is too great for Lane ESD to sustain electronic maintenance services on a "fee for service" basis. Therefore, it is the intent of staff to discontinue service as of June 30, 2002. Lane County superintendents are aware of this possibility.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that Lane ESD discontinue electronic maintenance services on June 30, 2002 due to inadequate revenue from resolutions and service fees to support this function. Director Kimball seconded. Directors Duerst-Higgins, Kimball, and Berney voted yes; Directors Swanson, Miller and Holman voted no. There was not a majority. Superintendent Vermillion was directed to provide Board members with additional information regarding electronic maintenance services. **(ESD Resolution # 01-020)**

- 5D Authorize Implementation of Layoff Policy
DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Lane Education Service District Board of Directors finds a compelling need to enact a reduction of work force and authorizes the administration to implement the provisions of the Board Policy GCPA/GDPA-LAYOFF/RECALL. Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, AND SWANSON VOTING YES. (ESD Resolution # 01-021)**

- 5E Approve Contract for Audit Services
The proposed contract with Jones & Roth, Certified Public Accountants, through June 30, 2003, with an option to extend through June 30, 2004, is enclosed. The contract allows for an increase each year based on the CPI, Western Region. Director Kimball requested that action on the contract be withdrawn at this time, and that Superintendent Vermillion contact Jones & Roth to request that the CPI increase be shared by both parties. The contract was withdrawn, and will be resubmitted for action at the March 19 Board meeting.

6. Discussion/
Reports

6A Program Report—Regional Programs
The State of Oregon contracts with Lane ESD to provide regional programs which offer specialized educational support for children with low-incidence disabilities including hearing impairments, vision impairments, autism spectrum disorders, severe orthopedic impairments and deafblindness. Special education director Sue Mathisen, augmentative communication specialist Lori Hornfelt, and autism specialist Barbara Tolbert, presented information to Board members about the program.

6B First Reading—Policy CPA, Layoff/Recall – Administrative/Confidential Personnel
Revised Policy CPA was submitted to the Board for a first reading.

7. Superintendent's
Report

7A Financial Report
Dave Standridge, fiscal services director, reviewed the financial report for January 2002.

7B Status of 2002-03 Resolutions
Fifteen of Lane County school district Boards have approved the 2002-03 resolutions. The Eugene School District Board of Directors will meet tomorrow, February 27, and are expected to approve the resolutions.

7C PERS Unfunded Actuarial Liability (PERS UAL)
Dave Standridge reviewed the bond program for financing of the unfunded actuarial liability for PERS (liabilities exceed assets). OSBA is looking for school district and ESD interest in the program which would create a bond pool and save Lane ESD approximately \$52,000 per year in PERS costs. The Board encouraged the administration to pursue the concept and report to the Board as more information becomes available.

7D Legislative Report
Mike Vermillion and Carol Wiggins reported on the latest activities in the current Legislative session.

7E Special Education Long-Term Planning Committee Recommendation

The superintendent reported on the recommendation of the long-term planning committee to add a third classroom for 2002-03 beyond the two additional classrooms provided for by Resolution 9. To pay for the additional classroom, the committee recommended that tuition for Life Skills students be increased to a flat rate of \$24.00 per day per student. Lane County superintendents approved the recommendation, which will be implemented in 2002-03. The Lane ESD Board concurred with the recommendation.

Additional Life Skills students during 2001-02 have created the need to add educational assistants. The districts have agreed to share the cost of these assistants according to special education census for 2001-02.

Next year, the planning committee will analyze issues including management structure, development of projection model, behavior disorders program, service delivery for related services, satellite services, near urban reimbursement, written agreements between districts, and half-day kindergarten.

7F Advisory Board Members
Superintendent Vermillion announced that social services advisory board member Pat Rogers will be retiring March 15, 2002; however, Pat will be attending the March 19 Board meeting.

The Lane ESD Board of Directors should consider the role and contributions that could be provided by the two advisory board positions.

8. Information from Administrative Staff

- 8
- Dave Standridge reported that accounting staff has been fully trained on the Pentamation business system.
 - Michelle Mantel reported that OTIS staff is working on the details of the OTIS services termination including archives, equipment disposal, facilities utilization, and assisting districts with Pentamation conversion. She also reported that network lines to 14 Lane County school districts are being upgraded to increase band-width capacity.
 - Carol Knobbe reported that successful training for collaborative bargaining has been completed.

Action to Extend Board Meeting

DIRECTOR MILLER MOVED: **BE IT RESOLVED** that the Lane Education Service District Board of Directors extends the Board meeting 15 minutes. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, AND SWANSON VOTING YES. (ESD Resolution # 01-022)**

9. Board Member Presentations and Comments

9A Committee and Liaison Reports:

LCOG—Director Miller reported that LCOG will meet Thursday evening at Springfield School District. The role of schools in the regional community will be discussed.
OSBA—Director Duerst-Higgins reported that she has been appointed to the OSAA Executive Board for a three-year term.

- 9B Advisory board member Chuck Forster commented that 250 low-income kids are being served through the youth services programs of Lane Workforce Partnership. Lookingglass, St. Vincent DePaul, and Central Latino are also providing youth services with approximately 400 young adults being served through these programs.

10. Announcement/Correspondence

OSBA Spring Regional Meeting

The OSBA Spring Regional Meeting for Lane County will be Saturday, April 20, in Salem. The agenda will be developed based on survey data for the local area.

11. Public Participation

- 11 There was no public participation.

12. Adjournment

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

The next meeting of the Lane ESD Board of Directors will be on Tuesday, March 19, 2002, beginning at 7:00 p.m., at the ESD Center Building

13. Executive Session—The Board moved to Executive Session under provisions of ORS 192.660 (1)(i) to review and evaluate the performance of the chief executive officer. The Executive Session was adjourned at 9:40 p.m.

Minutes approved:

3-19-02
(date) BJM *bm*

Attachments to official minutes:

1. Renewal of Probationary Licensed Staff for 2002-03
2. Contracts for Licensed, Non-Administrative Staff for 2002-03
3. Contracts for Licensed Administrative Staff for 2002-03

Joe Berney
Joe Berney, Chairperson

J. Michael Vermillion
Mike Vermillion, Superintendent-Clerk

HUMAN RESOURCES REPORT TO LANE ESD BOARD

February 26, 2002

(Revised)

LICENSED STAFF (Action)

	Name	Position	Effective Date	Notes
<i>Appointments</i>				
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>	Mike Lynch	Teacher, Juvenile Justice Center	8/1/2002	Retirement
<i>Change of Status</i>				

CLASSIFIED STAFF (Information)

	Name	Position	Effective Date	Notes
<i>Appointments</i>	McKinnon Herbert	Educational Assistant	02/7/2002	
<i>Leaves of Absence</i>	Julie Jones Rachel Webb	Behavioral Assistant Educational Assistant	10/25/2001 12/17/2001	Long Term Disability FMLA
<i>Discontinuation of Employment</i>	Gloria Humphreys Abigail Chrisman Dawnell Spencer Jodie Wilson	Educational Assistant Educational Assistant Educational Assistant Educational Assistant	12/31/2001 01/31/2002 01/15/2002 02/05/2002	Resignation Resignation Resignation Resignation
<i>Change of Status</i>	Angela Venice-Simmons Eileen Brixey Carina Schorer	Educational Assistant Educational Assistant Educational Assistant	01/07/2002 02/04/2002 02/08/2002	Return from Leave From 3.5 hr to 6 hr RIF from 6 hr to 3.5 hr

VACANCY NOTICES (Information)

Position	Closing Date	Notes
02001 – Educational Assistant, 6 hr, Temp.	01/24/2002	Position filled
02002 – Educational Assistant, 6 hr, Temp.	01/24/2002	Position filled
02003 – Educational Assistant, 3.5 hr, Temp.	02/22/2002	
02004 – Behavioral Assistant, 7 hr	02/28/2002	
02005 – Teacher, Life Skills, Elementary	03/04/2002	
02006 – Teacher, Life Skills, Middle School	03/04/2002	
02007 – Teacher, Life Skills, High School	03/04/2002	
02008 – Speech Therapist	03/04/2002	
02009 – Teacher, Lane School	03/08/2002	
02010 – Behavioral Assistant, Lane School	02/28/2002	
02011 – Educational Assistant, 6 hr, Temp.	03/01/2002	
02012 – Educational Assistant, 6 hr, Temp.	03/01/2002	
02013 – Educational Assistant, 6 hr, Temp.	03/01/2002	

Lane ESD
Licensed Administrative Staff
Recommendations for 2002-03 Contract Extension
February 20, 2002

Name	Position	Hire Date
Probationary1 to Probationary 2		
Brands, Brian	Manager, Special Education	08/13/2001
Buck, Ludean	Manager, Special Education	08/01/2001
Non-Probationary		
Black, Kim	Manager, Special Education	08/29/1995
Hartshorne, Robin	Manager, Special Education	08/31/1994
Mathisen, Sue	Director, Special Education	08/29/1989
Palmer, Eileen	Director, Curriculum/Teaching Support Services	01/04/1999
Telep-Manclark, Donna	Manager, Special Education	11/17/1997
Weill, Paul	Manager, School Improvement	08/19/1996
Wiggins, Carol	Manager, Marketing and Communication	08/11/1980

Lane ESD
Licensed/Professional Staff
Recommendations for 2002-03 Contract Extension
February 26, 2002
(Revised)

Name	Position	Hire Date
Probationary 1		
Bork, Mary	Curriculum/Teaching Support Specialist	10/01/2001
Probationary 1 to Probationary 2		
Holcomb, Candace	Teacher, Life Skills	08/28/2001
Knutson, Todd	School Psychologist	08/29/2001
Marrone-Thompson, Katherine	School Psychologist	08/29/2001
McDonald, Diana	Teacher, Life Skills	08/29/2001
Middleton, Brian	Teacher, Life Skills	10/16/2001
Naggiar, Cheryl	Teacher, Life Skills	08/29/2001
Scott, Perrin	Teacher, Life Skills	08/29/2001
Smith, Tonya	ESD Consultant/Autism Consultant	08/29/2001
Probationary 2 to Probationary 3		
Goodwin, Janine	Teacher, Life Skills	08/28/2000
Hayden, Rosannah	Speech Therapist	08/29/2000
Probationary 3 to Non-Probationary		
Barbour, Joshua	Teacher, Lane School	09/01/1999
Brenneman, Todd	Teacher, Life Skills	09/01/1999
Gardner, Christine	Teacher, Lane School	09/01/1999
Glenn, Anne	Teacher, Life Skills	09/01/1999
Kenyon, Wendy	Teacher, Lane School	08/31/1999
Libby, Donna	ESD/Autism Consultant	09/01/1999
Passenger, Bradley	ESD/Autism Consultant	09/01/1999
Wiley, Martha	ESD/Autism Consultant	09/01/1999
Non-Probationary		
Aaron, Gigi	ESD Consultant/Autism Consultant	08/28/1990
Armstrong, Michael	School Psychologist	09/01/1993
Bailey, Michael	School Psychologist	08/29/1991
Bateman, Lisa	Teacher, Lane School	08/29/2000
Berger, Carol	Language & Speech Therapist	09/01/1987
Brannan, Patricia	Teacher, Life Skills	12/02/1996
Coiner, Robert	Specialist, Curriculum/Teaching Support	12/02/1996
Crain, Dan	Teacher, Life Skills	08/29/1995
Curtis, Robert	Specialist, Curriculum/Teaching Support	08/03/1998

Non-Probationary - Continued		
Deeks, Virginia	Language & Speech Therapist	08/29/1989
Dilliplane, Dorothy	Teacher, Lane School	08/28/1990
Faulkner, Cheryl	Teacher, Life Skills	08/29/1989
Fields, Valda	ESD/Autism Consultant	01/10/1994
Galbreath-Sheredy, Gail	Teacher Consultant	08/29/1995
Gentile, Irma	Teacher, Life Skills	07/01/1998
Granzin, Alexander	School Psychologist	08/25/1980
Gunson, Kristin	Specialist, Curriculum/Teaching Support	08/03/1998
Henderson, Kathryn	Specialist, Curriculum/Teaching Support	09/01/1989
Hornfelt, Lori	Augmentative Communication Specialist	08/29/1995
Itzkowitz, Sandy	Teacher, Life Skills	09/02/1998
Kemp, Dorothy	Teacher, Lane School	09/01/1987
Kozlowski, Jean	Teacher, Life Skills	10/26/1988
Krenk, Laura	Teacher, Life Skills	08/28/1990
Lary, Lynn	Specialist, Technology/Learning Support	10/03/1994
Lee, Richard	School Psychologist	08/28/1997
Lesch, Sandra	Teacher, Lane School	09/27/1988
Lund, Lori	Specialist, Scar/Jasper	11/22/1999
Madison, David	Teacher, Lane School	08/27/1997
McCormack, Catherine	School Psychologist	08/27/1997
Michaels, Christopher	Teacher Consultant	10/14/1996
Myska, Margaret	School Psychologist	08/27/1997
O'Neil, Eugene	Teacher, Life Skills	08/29/1995
O'Shea, Diana	Teacher, Life Skills	08/28/1996
O'Shea, Rick	Teacher, Life Skills	08/31/1994
Pierce, Alan	Teacher, Juvenile Justice Center	08/20/1984
Reinker, Patricia	School Psychologist	08/28/1978
Siemerink, Monique	School Psychologist	02/02/1987
Smith, Stephanie	School Psychologist	08/29/1989
Thames, Scott	Teacher, Life Skills	01/28/1982
Thomas, Sheila	Teacher, Life Skills	08/28/1990
Thompson, Annette	Language & Speech Therapist	09/01/1993
Tolbert, Barbara	ESD/Autism Consultant	08/29/1995
Waggoner, Mickey	Teacher, Life Skills	08/27/1979
Wallace, Robyn	School Psychologist	09/01/1987
Wilson-Knoll, Mary Jean	Specialist, Curriculum/Teaching Support	08/03/1998
Wright, Colleen	Teacher, Life Skills	08/27/1997
Young, Robert	Specialist, Curriculum/Teaching Support	07/13/2000
Non-Extension		
None		
Non-Renewal		
None		

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – January 22, 2002

Work Session

Chairperson Joe Berney called the work session to order at 6:00 p.m. on Tuesday, January 22, 2002, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Michelle Mantel, Sue Mathisen, Carol Wiggins, Paul Weill, Gary Ross and Barbara McBurnett, recording secretary.

Superintendent Mike Vermillion reviewed information shared with superintendents at the Lane County Superintendents' Council on January 17:

- General fund budget development highlights—Lane ESD management staff met in December to consider potential savings in the 2001-02 budget and reductions in the 2002-03 budget. A 6% reduction has been factored for anticipated resources from property taxes and State School Fund revenues. Resources and projected requirements are preliminary estimates. Changes can be anticipated depending on the Legislative special session.
- Resolution summary with estimated cost information—Effective in 2002-03, ESD's are required to spend 90% of property tax and State School Fund revenues on resolution services. Resolution program costs were developed, and approximately 95% of these revenues are estimated to be spent on resolution services.

At the January 17 meeting, a letter from Eugene School District Superintendent George Russell requesting additional dollars per ADMw for Resolution 2, Administrative Application Services, was presented. Springfield School District concurred with the request. All other Lane County school districts participate in the Pentamotion business and student applications consortium and will receive \$20.00 per ADMw in Resolution 2 to cover a portion of the costs for the application services.

Agreements reached with superintendents at that meeting were reviewed.

1. New money (add-back dollars) would be utilized to bring Eugene and Springfield to \$15.00 (rather than \$12.00) per student for resolution 2. -- \$99,000. If no add back dollars, Lane ESD would bring Eugene and Springfield to \$15.00 from contingency or reserves.
2. Add-back dollars beyond \$99,000 would then be used to reinstate Direction Services up to \$83,500*.
3. Additional dollars beyond 1 & 2 will be used to bring Eugene and Springfield to \$20 per student in Resolution 2, Administrative Application Services.
4. If there are not enough add back dollars to accomplish numbers 1, 2 and 3, work towards recalibrating resolution 2 dollars for equity (equal dollars per student for each district) for 2003-04 resolutions.

*School districts committed to a per pupil allocation to fully fund Direction Service if add-back funds are not available.

Board members expressed concern regarding the lack of equity for smaller districts and that the ESD should be focusing on offering a range of services that benefit all Lane County schools and providing and equal educational opportunity for all students.

The work session was adjourned at 7:00 p.m.

- | | | |
|------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Joe Berney called the regular board meeting to order at 7:10 p.m. Tuesday, January 22, 2002, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Michelle Mantel, Sue Mathisen, Carol Wiggins and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Kristin Gunson, Paul Weill, Cameron Yee, Laura Krenk, and Lynda Harris.</p> |
| 3. Introduction of
Guests | 3 | <p>Staff and students from North Eugene High School and Junction City High School, who were present to report on the professional/technical programs at their schools, were introduced.</p> |
| 4. Recognition of
Staff and/or Public | 4 | <p>Governor Kitzhaber has declared January as School Board Recognition Month. The members of the Lane ESD Board of Directors were recognized for their contribution and efforts for improvement and progress in education and received certificates of appreciation.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.</p> <p>(1) Approve Board minutes of December 11, 2001
 BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting December 11, 2001, as submitted.</p> <p>(2) Accept monthly Human Resources Report and approve personnel recommendations
 BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated January 14, 2002.</p> <p>(3) Second Reading—Approve Policies, Section C-Administration
 New and revised policies for section C, Administration, were submitted for a first reading at the December 11 Board meeting.</p> <ul style="list-style-type: none"> • CC/CAA—Administration Goals and Objectives • CB—ESD Superintendent/Control Responsibility • CBAA—Superintendent's Duty to Report • CBB—Employment of Superintendent • CBC/CBD—Superintendent's Contract/Superintendent's Compensation and Benefits • CBE—Superintendent's Continuing Professional Development • CBF—Superintendent's Consulting Activities • CBG—Evaluation of the Superintendent • CC—Administrative Organization • CCB—Line and Staff Relations • CCGA—Discipline, Suspension and Dismissal (Administrative/Confidential Staff) • CD—District Leadership Plan • CG—Special Programs Administration • CH—Policy Implementation* • CHA/CHB/CHC—Administrative Rules • CHCA—Approval of Handbooks and Directives • CHD—Administration in the Absence of Policy |

- CI—Temporary Administrative Arrangements
- CK—Consultants to the Administrative Staff
- CL—Administrative Reports
- CPA—Layoff/Recall – Administrative/Confidential Personnel

BE IT RESOLVED that the Board of Directors of Lane ESD adopts new and revised policies in Section C as recommended by the OSBA policy audit.

(4) Second Reading—Approve Policies, Section E/F-Support Services/Facilities
New and revised policies for Section E/F, Support Services/Facilities, were submitted for a second reading.

- EA—Support Services Goals
- EB—Safety Program
- EBAC—Safety Committee
- EBBA—First Aid**
- EBBAA/GBEBC/JHCCC—Infection Control – HIV, AIDS, HBV
- EBBBAB/GBEBAA/JHCCBA—Bloodborne Pathogens
- EBBB—Accident Reports
- EBBC—Life-Sustaining Emergency Care
- EBCB—Emergency Drills
- EBCD—Emergency Closure
- EC—Management of Buildings and Grounds
- ECAB—Vandalism/Malicious Mischief/Theft
- ECD—Traffic and Parking Controls
- ECE—Buildings and Grounds Records and Reports
- EDC/KGE—Authorized Use of ESD Equipment and Materials
- EEAE—Student Transportation in Private Vehicles
- EEBA—District Vehicles/Seat Belts
- EEBB—Use of Private Vehicles for District Business
- EGAAA—Reproduction of All Copyrighted Materials
- EGAB—Courier Service
- EI—Risk and Insurance Management
- EOA—Insurance Programs

BE IT RESOLVED that the Board of Directors of Lane ESD adopts new and revised policies in Section E as recommended by the OSBA policy audit.

(5) Second Reading—Adopt Policy GAB-Position Descriptions
Policy GAB, Position Descriptions was submitted to you for a first reading at the December 11 Board meeting.

BE IT RESOLVED that the Board of Directors of Lane ESD adopts Policy GAB, Position Descriptions, as submitted.

DIRECTOR DUERST-HIGGINS 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 BERNEY, DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 01-015)**

5B Approve Submission of 2002-03 Resolutions and Authorize Submission to Local District Boards

2002-03 Resolutions were submitted for your review at the December Board meeting. Resolutions have been developed with the input and review of Lane County superintendents. When approved, these resolutions will be submitted to component district Boards for approval. School district boards need to act on the resolutions by March 1. Each resolution needs to be approved by two-thirds of the districts representing 50% of the students in Lane County.

BE IT RESOLVED that the Board of Directors of Lane ESD approves the 2002-03 resolutions as presented and authorizes submission of the resolutions to Lane County school boards for review and action. **(ESD Resolution # 01-016)**

6. Discussion/
Reports

- 6A Program Report—Professional Technical Education
School improvement specialist Kristin Gunson gave an overview of the career and professional/technical education program, the focus and role in opportunities for students, and the number of programs in Lane County.
- North Eugene High School teachers Don Kuehling and Scott Touchett, and students John O'Callaghan and Eddie Dasso, presented information about North Eugene High School's manufacturing program, NEMCO. The students talked about the career and technical skills being learned in the program as well as their school-based business and work-based learning experiences.
- Junction City High School teacher Reynold Gardner and students Stacie Walton and Heather Coon presented information about their high school's FFA and agriculture program. They shared program information about projects and activities, as well as leadership training offered, and how the program enhances their education.
- 6B First Reading—Policies Section K/L-District/Community Relations
New and revised policies for section K/L-District/Community Relations were submitted to the Board for a first reading.
- KAA—Community Relations Goals and Objectives
 - KBA—Public Records
 - KBCA—Media Relations
 - KBCAA/GBEBE/JHCCC—News/Media HIV or AIDS
 - KBE—Political Campaigns
 - KC—Community Involvement in Decision-Making
 - KG—Community Use of ESD Facilities
 - KGA—Community Use of Planetarium Facilities (stricken)
 - KGB/KGC—Public Conduct on District Property
 - KGC—Smoking on District Premises by Public
 - KGF/EDC—Authorized Use of District Equipment and Materials
 - KH—Gifts, Grants and Donations
 - KI/KJ—Public Solicitation/Advertising in District Facilities
 - KJA—Materials Distribution
 - KK—Visitors to District Facilities
 - KL/KLC/KLD—Public Complaints
 - KN—Relations with Law Enforcement Agencies
 - KNA—Cooperation with Private Entities
 - LE—Relations to Community Agencies
 - LGA—Compliance with Standards
- 6C Section K/L-District/Community Relations Administrative Rule Revisions
Revised administrative rules for Section K/L were submitted for information.
- KBA-AR—Public Records Procedures
 - KG-AR—Room Scheduling
 - KGF-AR—Use of District Equipment
 - KI-AR—Public Solicitation/Advertising in District Facilities
 - KK-AR—Visitors to District Facilities
 - KL-AR—Board Review of Public Complaints
 - LGA-AR(1)—Public Appeals and Complaints about Alleged Violations of Standards
 - LGA-AR(2)—Direct Appeals to the State Superintendent of Public Instruction about Alleged Violations of Standards
- 6D First Reading—New Policy GDL, Staff Development – Classified
Policy GDL, Staff Development – Classified, was submitted for a first reading. This policy was developed at Board request as a companion policy to GCL, Staff Development – Licensed.

7. Superintendent's Report

- 6E First Reading—Policy EBAC-Safety Committee
Revised Policy EBAC-Safety Committee was submitted for a first reading.
- 7A Financial Report
Dave Standridge, fiscal services director, reviewed the financial report for December 2001. Expenditures are slightly below projections.
- 7B **Status of Negotiations**
On January 9, negotiation teams for Lane ESD and LCEA attended an initial orientation and assessment by OEA/OSBA for collaborative bargaining. Teams will receive the collaborative bargaining training on February 20, 8 a.m. to noon, and February 22, 8 a.m. to 5 p.m. Other management staff, board members, and association members have been invited to attend the training so there is a good understanding of the negotiation process that extends beyond the negotiations team members.

8. Information from Administrative Staff

- 8 Technology: Michelle Mantel reported that Lane ESD will sponsor a Distance Learning Symposium on January 31—Board members are invited to attend.
- Business: Dave Standridge reported that, effective January 1, business services have been converted to Pentamation software.
- Curriculum/teaching support: Eileen Palmer invited Board members to attend the premier Skyvision equipment at the Planetarium on Wednesday evening, January 30.

9. Board Member Presentations and Comments

- 9A Committee and Liaison Reports:
- LCOG—Director Miller reported the LCOG Board will meet Thursday, January 24. A study of enrollment trends for non-urban Lane County school districts will be reviewed.
- OSBA—Director Duerst-Higgins reported that NSBA assisted with a self-evaluation of the OSBA Board of Directors. There will be a legislative committee meeting in February.

10. Announcement/Correspondence

- 10 There were no announcements or correspondence.

11. Public Participation

- 11 There was no public participation.

12. Adjournment

- 12 The meeting was adjourned at 8:50 p.m.
- The next meeting of the Lane ESD Board of Directors will be on Tuesday, February 26, 2002, beginning at 7:00 p.m., at the ESD Center Building.

13. Executive Session

- 13 Chairperson Joe Berney called the Executive Session to order at 8:55 p.m. Tuesday, January 22, 2002. The meeting was convened under provisions of ORS 192.660 (1)(a) to consider employment of a public officer, employee, staff member, or individual agent. Board Members present were: Joe Berney, Sherry Duerst-Higgins, Don Kimball, Jerry Miller and Jim Swanson.

The Executive Session was closed at 9:15 p.m.

Minutes approved:

2-26-02
(date) BJM *bm*

Attachments to official minutes:

1. Budget Development Highlights
2. Resolutions With Cost Estimates
3. Letter from Eugene School District
4. Superintendent Agreements

Joe Berney
Joe Berney, Chairperson

J. Michael Vermillion
Mike Vermillion, Superintendent-Clerk



School District 4J
Eugene Public Schools
200 North Monroe Street
Eugene, OR 97402-4295

MEMORANDUM

January 17, 2002

To: Lane Education Service District and Lane County Superintendents

From: George Russell, Superintendent, Eugene School District 4J

Subj: 2002-03 RESOLUTION SERVICES

Our review of the 2000-01 Service Allocation Report prepared by Lane ESD raises the issue of equitable service to the students of School District 4J. A second document produced by the Oregon Department of Education and titled Oregon School District Profiles Sorted by County shows ESD support per ADMr and also flags the issue of equitable service. We believe this issue should be discussed and addressed prior to approving the resolutions regarding 2002-03 ESD services.

The Service Allocation Report shows that while District 4J's ADMw represents 38% of the total ADMw served by Lane ESD, the district receives 28% of ESD services (27% of General Fund services and 30% of services provided by other funds). In dollar terms, that represents \$977,846 in General Fund services not received and \$811,615 in non-General Fund services for a total of \$1,789,461 in services not received.

The ODE report tells a similar story. District 4J receives \$290 per ADMr, the lowest level of support of any district served by Lane ESD. Support ranges from \$290 per ADMr to \$1,805 per ADMr. Springfield, the next lowest district, receives \$52 more per ADMr than District 4J. If we just received support equal to Springfield, we would receive an additional \$926,848 in services.

We recognize that it may not be possible to provide District 4J with a service level proportional to the number of students in the district, but we believe the current difference between actual and proportional service is too great. In addition, larger school districts received a reduction in state per student funding this year in order to provide additional funding for small, rural schools, many of which are in Lane County.

In order to address in part the inequitable level of support received, we believe that additional resources in two areas are appropriate: Administrative Application Services (Resolution 2) and Life Skills Education (Resolution 9).

Resolution 2 is essentially a pass-through resolution to support student information and business systems, except Eugene and Springfield get only 60% of the pass-through dollars received by the other districts. This approach is inequitable on the face of it: ESD is not providing service; it is simply passing through funds in an inequitable manner. We believe all districts should receive \$20 per ADMw.

Life Skills Education is projecting an addition of two classrooms for next year while the need is for three classrooms. The number of District 4J students on Individual Education Plans has increased by about 100 students. The district will not receive full second weight funding from the state for these students, however, since the increase is above the 11% cap. Lack of resources does not translate into lower legal responsibility to provide services to students. If the ESD does not add a third classroom, District 4J will have to do so, at a cost of \$175,000-\$200,000. In this area, we would recommend that funding for Lane School be reduced in order to provide the necessary third classroom.

In a time when all districts and ESDs are operating under severe fiscal constraints it is particularly important that we work toward the goal of ensuring that all students receive their equitable share of these diminished resources.

January 18, 2002

To: Lane County Superintendents
From: Mike Vermillion
Subject: Agreement on 2002-03 Resolutions

The superintendents support the 2002-03 Lane ESD resolution services package presented at the January 17, 2002, Superintendents Council meeting, with certain reservations and modifications. The suggested changes are incorporated into five (5) agreements reached at the meeting. Any other additions, deletions or modifications of these agreements will require the Lane County superintendents' to revisit the entire package of resolution services prior to submitting to school boards for approval.

The agreements follow:

Agreement 1: Should Lane ESD realize new money from property tax and the State School Fund for the 2002-03 budget year beyond the revenue estimates presented to superintendents on January 17, 2002, the priority will be to bring the Eugene and Springfield cash in lieu dollars to \$15 from \$12 per ADMw in Resolution 2—Administrative Application Services. The estimated cost for **Agreement 1** is an additional \$99,000.

Agreement 2: Should Lane ESD realize new money from property tax and the State School Fund for the 2002-03 budget year beyond the revenue estimates presented to superintendents on January 17, 2002, and that which is needed to satisfy **Agreement 1**, then those dollars will be used to reinstate resolution support for Direction Service, up to an additional \$83,500. If monies are not available to fully fund Direction Service then superintendents agree to consider a per ADMw assessment to fund as much of the difference as possible. A resolution summary and benefit statement will be prepared and included along with other resolution services when distributed to school boards for approval.

Agreement 3: Should Lane ESD realize new money from property tax and the State School Fund for the 2002-03 budget year beyond the revenue estimates presented to superintendents on January 17, 2002, and that needed to satisfy **Agreements 1 and 2**, then the additional monies will be used to bring cash in lieu dollars for Eugene and Springfield to \$20 per ADMw. The estimated cost for **Agreement 3** is an additional \$165,000.

If there are not enough dollars to satisfy **Agreements 1, 2 and 3**, then the superintendents agree to work collaboratively toward reaching an agreement for 2003-04 that would seek to establish equal dollars per ADMw for all Lane County school districts for Resolution 2—Administrative Application Support.

WORKING DOCUMENT

1/22/02

Agreement 4: Regardless of the availability of any new money from property tax and the State School Fund for 2002-03 beyond that identified on January 17, 2002, Lane ESD agrees to increase the cash in lieu dollars in Resolution 2—Administrative Application Services for Eugene and Springfield to \$15 from \$12 per ADMw for the 2002-03 budget year. The remaining school districts will continue to receive \$20 per ADMw for 2002-03.

Agreement 5: Should the perceived need continue for life skills classrooms beyond the two new life skills classrooms included in the 2002-03 budget, Lane ESD administrative staff will, in conjunction with the special education advisory committee, first confirm county-wide estimates of eligible life skills students; and second, explore class-size, the service delivery model and tuition rates as ways to accommodate more students. If the special education advisory committee recommends additional capacity in the Life Skills program, the Lane County superintendents agree to revisit the issue.

Additional Comment: The following is not an agreement *per se* but bears mentioning in this document. Rural and small school district superintendents expressed concern that the issues addressed and agreements reached on January 17, to a great extent, benefit primarily the urban school districts. They ask that there be a chance to consider specific needs of rural and small school districts in this time of diminishing resources for all Lane County schools.

**Lane Education Service District
General Fund Budget Development Highlights: 2002-03**

2002-03 Budget

Anticipated resources (revenues) and projected requirements (expenditures) for 2002-03 are preliminary. It is the best information available today. Changes can be anticipated as we move toward a special session of the Legislature. In addition, a better grasp of inflationary cost factors can be achieved later this spring.

Anticipated Resources

- \$11,153,000 is anticipated from property taxes and State School Fund revenues. A 6% reduction has been factored into this figure.*
- The transfer of \$200,000 from OTIS closeout and \$23,750 from the special education reserve closeout augment anticipated resources.

Resolution Requirement

- A minimum of \$10,038,000 (90% of \$11,153,000 property tax and State School Fund revenues) must be spent on resolution services in 2002-03. The net Estimated Program Cost for 2002-03 resolutions is \$10,655,000, or 95.5% of property tax and State School Fund revenues.
- For 2001-02, 92 % of property tax and State School Fund revenues is budgeted to support resolutions.

Projected Requirements—Additions/Increases

- \$727,000 has been factored directly into resolution services:
 - \$414,000 for two new life skills classrooms;
 - \$52,000 for EA subs (needed for program expansion and to reflect current usage);
 - \$15,500 needed for additional costs associated with Medicaid billing;
 - \$107,500 for network services (i.e., lines, routers) not covered by district contributions and previously covered by OTIS; and
 - \$138,000 needed to support commitments to school districts for Pentamation and cash in lieu.
- \$398,000 needed to accommodate cost of living, step increases and other inflationary cost factors.
- \$324,000 has been added to increase operating contingency to 5% of General Fund budget from the present level of 2.5%. This level of operating contingency more closely aligns with the recommended standard and supports an ESD Board goal.

Elimination of Current Resolutions

- The 2002-03 proposal does not include resolution funding for:
 - Direction Service \$ 83,500
 - Electronic Maintenance \$100,000 (\$150,000 would be needed to make this service self-supporting, at current rates)

Filling the Budget Gap

- Projected requirements exceed anticipated resources by \$1,412,000.
- Savings of \$504,000 have been identified in the current year budget, 2001-02.
- Reductions of \$581,000 have been identified for 2002-03.
- Fund Balance will be used to close the remaining gap of approximately \$328,000. This will leave approximately \$2.2 million of which about \$900,000 will be required to maintain current program for 2003-04, assuming that revenue stays as projected.

Estimated Program Cost

- Estimated Program Costs include both direct and indirect costs associated with each resolution. These costs align with proposed guidelines being considered by ODE.

School District Fees

- The intent of the ESD is to keep fees associated with Lane School, Life Skills and network services the same as 2001-02. Should decisions be made to add services or capacity in special education or network services beyond this current 2002-03 proposal, the rate structure would have to be revisited within the context of those discussions.
- The daily rate for Lane School and Life Skills tuition was "bought-down" from \$20.50 to \$19.00 for 2001-02 with \$80,000 transferred from the special education reserve. Pursuant to our agreement, the daily rate will return to \$20.50 for 2002-03. The rate for students beyond a district's allocation will remain at \$27.00 per day.

*There is an unintended consequence embedded in the provisions of the 2001 ESD equity legislation that occurs when there is a loss of anticipated state revenues. Stop loss provisions in statute prohibit the higher spending ESDs from taking greater losses than proscribed in statute. Thus, the lower spending districts (those below the State average) will assume the entire burden of the reductions allocated to ESDs. Lane ESD is one of the lower spending ESDs. ESDs will not pursue this issue in the special session. Attention should remain focused on minimizing the reductions to K-12 as a whole and not confusing the message with ancillary issues.

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – December 11, 2001

Executive Session	<p>Chairperson Joe Berney called the Executive Session to order at 6:30 p.m. Tuesday, December 11, 2001. The meeting was convened under provisions of ORS 192.660 (1)(a) to consider employment of a public officer, employee, staff member, or individual agent. Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Others in attendance were Superintendent Mike Vermillion and Barbara McBurnett, recording secretary.</p> <p>The Executive Session was closed at 7:00 p.m.</p>
1. Regular Meeting Call to Order	<p>1 Chairperson Joe Berney called the regular board meeting to order at 7:00 p.m. Tuesday, December 11, 2001, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Michelle Mantel, Sue Mathisen, Carol Wiggins, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Laura Krenk, Kevin Ness, Cameron Yee, and Lynda Harris.</p>
3. Recognition of Staff and/or Public	<p>3 Production staff members Kevin Ness and Cameron Yee were introduced.</p>
4. Public Participation	<p>4 There was no public participation.</p>
5. Action Items	<p>5A The following action items were included in the Consent Agenda approval:</p> <p>(1) Approve Board minutes of October 16, 2001 BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting October 16, 2001, as submitted.</p> <p>(2) Approve Board minutes of October 23, 2001 BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting October 23, 2001, as submitted.</p> <p>(3) Accept monthly Human Resources Report and approve personnel recommendation BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated December 5, 2001.</p> <p>(4) Approve Grants/Contracts Awarded and Authorize Receipt of Funds BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Grants/Contracts Awarded report dated December 1, 2001, and authorizes receipt of funds.</p> <p>(5) Second Reading—Approve Policies, Section D-Fiscal Management New and revised policies in Section D were submitted for a first reading at the October 23 Board meeting.</p> <ul style="list-style-type: none">• DA—Fiscal Management Objectives• DB/DBA—District Budgeting• DBC/DBE—Budget Preparation and Calendar (<i>stricken</i>)• DBC—Budget Calendar• DBD—Budget Priorities• DBE—Budget Preparation

- DBEA—Budget Committee
- DBG-DBH—Budget Hearing and Budget Adoption Procedures
- DBI—Budget Amendment Procedures
- DBJ—Budget Implementation
- DBK—Budget Transfer Authority
- DC—Borrowing Funds
- DD—Funding Proposals and Applications
- DDA—Resolution Services
- DE/DEB/DEC—Revenues from State and Federal Sources
- DFA—Investment of Funds
- DFC—Grants from Private Sources (*stricken*)
- DFD—Rental and Service Charges (*stricken*)
- DFD—Providing Facilities and Services
- DFH—Media Production Services
- DG—Depository of Funds
- DGA/DGB—Authorized Signatures
- DH—Bonded Employees and Officers
- DI—Fiscal Accounting and Reporting
- DIC—Financial Reports and Statements
- DID—Property Records and Inventory
- DIE—Audits
- DJ/DJA/DJF—Purchasing
- DJB—Petty Cash Accounts
- DJBA—Revolving Cash Accounts (*stricken*)
- DJC—Bidding Requirements
- DJFA—Use of Credit Cards
- DJG—Vendor Relations
- DK—Payment Procedures
- DL—Payroll
- DLC—Expense Reimbursement
- DN—Disposal of Surplus District Equipment and Properties

BE IT RESOLVED that the Board of Directors of Lane ESD adopts new and revised policies as recommended by the OSBA policy audit.

(6) Second Reading—Approve Policy GBJ-Weapons – Staff

New Policy GBJ was submitted for a first reading at the October 23 Board meeting. The title reflects the change recommended at that meeting.

BE IT RESOLVED that the Board of Directors of Lane ESD adopts new Policy GBJ, Weapons-Staff as submitted.

DIRECTOR KIMBALL 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 BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution #01-013)**

5B Present/Accept 2000-01 Financial Audit

The audit committee—Jim Swanson, Michelle Holman, Dave Standridge, and Mike Vermillion met on December 7 with Forrest Arnold of Jones & Roth to review the 2000-01 audit. The committee reported to the Board that an excellent audit review was received.

DIRECTOR HOLMAN MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD acknowledges receipt of the Financial Statements and Supplementary Information for the year ended June 30, 2001. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution #01-014)**

6. Discussion/
Reports

- 6A Program Report—Graphics and Print Services
Communications and Marketing Manager Carol Wiggins and production staff Kevin Ness and Cameron Yee reviewed display products and capabilities for graphics and print services. A demonstration of the Lane ESD website was also presented.
- 6B First Reading—Policies, Section C-Administration
New and revised policies for Section C—Administration are submitted for a first reading
- CC/CAA—Administration Goals and Objectives
 - CB—ESD Superintendent/Control Responsibility
 - CBAA—Superintendent's Duty to Report
 - CBB—Employment of Superintendent
 - CBC/CBD—Superintendent's Contract/Superintendent's Compensation and Benefits
 - CBE—Superintendent's Continuing Professional Development
 - CBF—Superintendent's Consulting Activities
 - CBG—Evaluation of the Superintendent
 - CC—Administrative Organization
 - CCB—Line and Staff Relations
 - CCGA—Discipline, Suspension and Dismissal (Administrative/Confidential Staff)
 - CD—District Leadership Plan
 - CG—Special Programs Administration
 - CH—Policy Implementation*
 - CHA/CHB/CHC—Administrative Rules
 - CHCA—Approval of Handbooks and Directives
 - CHD—Administration in the Absence of Policy
 - CI—Temporary Administrative Arrangements
 - CK—Consultants to the Administrative Staff
 - CL—Administrative Reports
 - CPA—Layoff/Recall – Administrative/Confidential Personnel
- 6C Section C-Administration, Administrative Rule Revisions
Revised administrative rules for Section C are submitted for your information.
- CC-AR—Organizational Chart
 - CCGA-AR—Discipline, Suspension and Dismissal
 - CI-AR—Designation of Acting Superintendent
- 6D First Reading—Policies, Section E/F-Support Services/Facilities
New and revised policies for Section E/F—Support Services/Facilities are submitted for a first reading.
- EA—Support Services Goals
 - EB—Safety Program
 - EBAC—Safety Committee
 - EBBA—First Aid**
 - EBBAA/GBEBC/JHCCC—Infection Control – HIV, AIDS, HBV
 - EBBBAB/GBEBAA/JHCCBA—Bloodborne Pathogens
 - EBBB—Accident Reports
 - EBBC—Life-Sustaining Emergency Care
 - EBCB—Emergency Drills
 - EBCD—Emergency Closure
 - EC—Management of Buildings and Grounds
 - ECAB—Vandalism/Malicious Mischief/Theft
 - ECD—Traffic and Parking Controls
 - ECE—Buildings and Grounds Records and Reports
 - EDC/KGE—Authorized Use of ESD Equipment and Materials
 - EEAE—Student Transportation in Private Vehicles
 - EEBAA—District Vehicles/Seat Belts
 - EEBB—Use of Private Vehicles for District Business

- EGAAA—Reproduction of All Copyrighted Materials
- EGAB—Courier Service
- EI—Risk and Insurance Management
- EOA—Insurance Programs

- 6E Section E/F-Support Services/Facilities, Administrative Rule Revisions
Revised administrative rules for Section E/F are submitted for your information.
- EB-AR(1)—Reporting of Hazards
 - EB-AR(2)—Lockout/Tagout Regulations
 - EB-AR(3)—Holiday Decorations
 - EBAC-AR—Safety Committee
 - EBBA-AR—Handling and Disposing of Contaminated Fluids
 - EBBAB/GBEBAA/JHCCBA-AR—Bloodborne Pathogen Exposure Control Plan
 - EEBB-AR—Rules for Using Private Vehicles for ESD Business
 - EGAAA-AR—Use of Copyrighted Materials
 - EGAB-AR—Guidelines for Use of Courier Service

- 6F First Reading—Policy GAB-Position Descriptions
Policy GAB, Position Descriptions, has been revised to reflect the process to be used for job description development and revision for current practices and well as development of new position descriptions and establishes a systematic process for job classification. The revised Administrative Rule GAB-AR—Classified Personnel Position Description Review was included for the Board's information.

7. Superintendent's
Report

- 7A Financial Report
The financial report for October 2001 was reviewed Dave Standridge, fiscal services director. Figures are on target.
- 7B 2002-03 Resolution Update
The draft of the 2002-03 resolutions and a summary of changes was reviewed. There is a change in format for the resolutions. Specific services have been defined and given a resolution number. A benefit statement for each resolution has been added to clarify the benefit to districts for the service provided. Carol Knobbe and Dick Withycombe have met with representative superintendents to present the resolutions and get initial reactions. Based on that input, minor changes were made for clarity purposes. The draft resolutions will be presented to Lane County superintendents at their regular meeting on December 13.
- 7C Advisory Committee Guidelines
The advisory committee guidelines have been drafted to assist in clarification of roles and expectations and is submitted to the Board for information and input. The document has also been submitted to Lane County superintendents for their input.

8. Information from
Administrative Staff

- 8 Eileen Palmer reported that the State Board of Education has established requirements of Certificate of Advanced Mastery (CAM). Students will have an educational plan and diploma requirements in four areas.
- Carol Wiggins reported that she will be attending Legislative special sessions.
- Sue Mathisen reported that the Oregon Department of Education will not be contracting for youth education programs for long-term incarceration.
- Michelle Mantel reported that Pentamation conversions for student and business software are going as scheduled. OTIS is proceeding with plans for final closure. The Internet content filtering project is complete with eleven districts using the service.

9. Board Member
Presentations and
Comments

9A Committee and Liaison Reports:

Lane Education Foundation—The LEF will meet Wednesday, December 12, at the Planetarium with potential donors in attendance to view Skyvision.

10. Announcement/
Correspondence

10A The NSBA Annual Conference is April 6-9 in New Orleans.

11. Public
Participation

11 There was no public participation.

12. Adjournment

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

The next meeting of the Lane ESD Board of Directors will be on Tuesday, January 22, 2002, beginning at 7:00 p.m., at the ESD Center Building


Reconvene Executive
Session

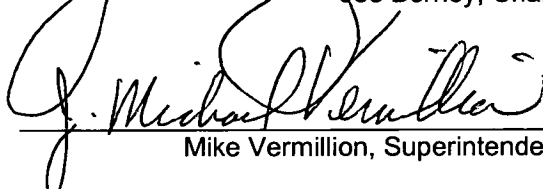
The Executive Session was reconvened at 9:00 p.m. under provisions of ORS 192.660 (1)(a) to consider employment of a public officer, employee, staff member, or individual agent. Board Members Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson were present. The meeting was adjourned at 9:10 p.m.

Minutes approved:

1-22-02
(date) BJM *BJM*

No Attachments


Joe Berney, Chairperson


Mike Vermillion, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – October 23, 2001

Executive Session

Chairperson Joe Berney called the Executive Session to order at 6:15 p.m., Tuesday, October 23, 2001. The meeting was convened under provisions of ORS 192.660(1)(3) to consider labor negotiations. Board members present were Joe Berney, Sherry Duerst-Higgins, Tom Huebner, Jerry Miller, and Jim Swanson. Others in attendance were Superintendent Mike Vermillion, Assistant Superintendent Carol Knobbe, and Barbara McBurnett, recording secretary.

The Executive Session was closed at 6:45 p.m.

1. Regular Meeting
Call to Order

1 Chairperson Joe Berney called the regular board meeting to order at 7:00 p.m. Tuesday, October 23, 2001, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Eileen Palmer, Michelle Mantel, Sue Mathisen, Carol Wiggins, Paul Weill, and Barbara McBurnett, recording secretary.

Others attending were: Laura Krenk, Bob Curtis, Lynda Harris and Lynn Lary.

2. Recognition of
Staff and/or Public

2 There was no staff or public recognition.

3. Introduction of
Guests

3 No guests were present.

4. Public Participation

4 There was no public participation.

5. Action Items

5A The following action items were included in the Consent Agenda approval:
BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.

(1) Approve Board minutes of September 25, 2001

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting September 25, 2001, as submitted.

(2) Accept monthly Human Resources Report and approve personnel recommendations

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated October 18, 2001.

(3) Approve Grants/Contracts Awarded and Authorize Receipt of Funds

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Grants/Contracts Awarded report dated October 1, 2001, and authorizes receipt of funds.

(4) Second Reading—Policies, Section A/B-Governance and Operations

New and revised policies in Section A/B were submitted for a first reading at the September Board meeting.

BE IT RESOLVED that the Board of Directors of Lane ESD adopts new and revised policies as recommend by the OSBA policy audit.

- AC—Nondiscrimination
- ACA—Americans with Disabilities Act
- AD—Education Philosophy
- ADA—Mission, Guiding Values, Priorities and Standards
- AE—District Goal Setting
- BA—Board Goals (stricken)
- BAA—Educational Goal Setting (stricken)
- BB—Board of Directors Legal Status
- BBA—Board Powers and Duties
- BBAA—Individual Board Member's Authority and Responsibilities
- BBAB—District Boundary Board
- BBB—Board Elections
- BBBA—Board Member Qualifications
- BBBB—Board Member Oath of Office
- BBC—Board Member Resignation
- BBD—Board Member Removal from Office
- BBE—Vacancies on the Board
- BBF—Board Member Ethics
- BBFA—Board Member Conflicts of Interest
- BC/BCA—Board Organization/Board Organizational Meeting
- BCB—Board Officers
- BCD—Board-Superintendent Relationship
- BCE—Board Committees
- BCF—Advisory Committees to the Board
- BCG—Legal Counsel
- BD/BDA—Board Meetings/Regular Board Meetings
- BDB—Special Meetings
- BDC—Executive Sessions
- BDD—Board Meeting Procedures
- BDDA—Notification of Board Meetings
- BDDDB/BDDC—Board Meeting Agenda
- BDDG/BDDK—Minutes of Board Meetings
- BDDH—Public Participation in Board Meetings
- BDE—Public Hearings
- BE—School Board Work Sessions
- BFC—Adoption and Revision of Policies
- BFCA—Administrative Rules
- BFD—Board Policy Implementation
- BFE—Administration in the Absence of Policy
- BFF—Suspension of Policies
- BFG/BFGA—Policy Review and Evaluation/Manual Accuracy Check
- BG—Board-Staff Communications
- BH/BHA—Orientation of New Board Members
- BHB—Board Member Development
- BHD—Board Member Compensation and Expense Reimbursement
- BHDA—Compensation for Legal Fees for Board Members and Employees
- BHE—Board Member Liability Insurance
- BI—School Board Legislative Program
- BJ/BJA—School Board Memberships
- BK—Evaluation of School Board Operational Procedures
- BKA—Review of Contracted Service Providers

(5) Authorize Board Member Attendance at AESA Annual Conference
 Director Don Kimball has requested approval to attend the Association of Education Service Agencies Annual Conference in Atlanta, November 21 to December 1, 2001.
BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Board member Don Kimball at the AESA Annual Conference in Atlanta.

(6) Authorize Board Member Attendance at Oregon School Boards Association Annual Convention

Directors Berney, Duerst-Higgins, Huebner and Swanson have requested approval to attend the OSBA Annual Convention in Portland.

BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Joe Berney, Sherry Duerst-Higgins, Tom Hueber, and Jim Swanson at the OSBA Annual Convention in Portland, November 16 to 18, 2001.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 01-011)**

5B Accept Annual Report

In compliance with Oregon law, Lane ESD prepares and submits an annual report to the Oregon Department of Education. Communications manager Carol Wiggins reviewed the 2000-01 Annual Report. The annual report contains information on program participation, staffing and costs. It also includes evaluative data gathered from school districts.

DIRECTION HOLMAN MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the 2000-01 Annual Report and authorizes its submission to the Oregon Department of Education. Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 01-012)**

6. Discussion/
Reports

6A Science and Math Curriculum and Assessment Program Report

Curriculum and Staff Development Specialist Bob Curtis presented an update on Science and Math curriculum and assessment in Lane County. Bob shared information on professional development available to districts to support their math and science programs. Bob also reviewed science grant proposals to support Lane County teachers.

6B First Reading—Policies, Section D-Fiscal Management

New and revised policies for Section D—Fiscal Management are submitted for a first reading.

- DA—Fiscal Management Objectives
- DB/DBA—District Budgeting
- DBC/DBE—Budget Preparation and Calendar (*stricken*)
- DBC—Budget Calendar
- DBD—Budget Priorities
- DBE—Budget Preparation
- DBEA—Budget Committee
- DBG-DBH—Budget Hearing and Budget Adoption Procedures
- DBI—Budget Amendment Procedures
- DBJ—Budget Implementation
- DBK—Budget Transfer Authority
- DC—Borrowing Funds
- DD—Funding Proposals and Applications
- DDA—Resolution Services
- DE/DEB/DEC—Revenues from State and Federal Sources
- DFA—Investment of Funds
- DFC—Grants from Private Sources (*stricken*)
- DFD—Rental and Service Charges (*stricken*)
- DFD—Providing Facilities and Services
- DFH—Media Production Services
- DG—Depository of Funds

- DGA/DGB—Authorized Signatures
- DH—Bonded Employees and Officers
- DI—Fiscal Accounting and Reporting
- DIC—Financial Reports and Statements
- DID—Property Records and Inventory
- DIE—Audits
- DJ/DJA/DJF—Purchasing
- DJB—Petty Cash Accounts
- DJBA—Revolving Cash Accounts (*stricken*)
- DJC—Bidding Requirements
- DJFA—Use of Credit Cards
- DJG—Vendor Relations
- DK—Payment Procedures
- DL—Payroll
- DLC—Expense Reimbursement
- DN—Disposal of Surplus District Equipment and Properties

- 6C Administrative Rules, Section D-Fiscal Management
Revised administrative rules for Section D-Fiscal Management are submitted for information.
- DFA-AR—Investment of Funds
 - DFD-AR—Services for Public and Private Entities
 - DI-AR (1)—Budget Development
 - DI-AR (2)—Budget Administration Responsibility
 - DI-AR(3)—Fiscal Procedures and Responsibilities
 - DID-AR—Property Inventories
 - DJC-AR—Contract File Procedures
 - DL-AR(1)—Payroll Procedures
 - DL-AR(2)—Payroll Choice Procedures
- 6D First Reading—Policy GBJ-Weapons in Schools – Staff
Lane ESD currently has Policy JFCJ-Weapons which addresses students and weapons. This policy was developed by OSBA to cover weapons in the possession staff and other individuals at ESD facilities and events. Board members recommended the title be amended to read “Weapons – Staff”.
- 7A Financial Report
Dave Standridge reviewed the September 2001 financial report. Three months into the fiscal year, finances are on track.
- 7B Status of Resolution Planning: Present and Future
At the September Board meeting, Board members received a plan to fully revise the resolutions. The same plan was presented to Lane County superintendents with very little response. Superintendent Vermillion has met individually with all 16 superintendents to discuss the resolutions and process. The superintendent reviewed a document outlining the findings, conclusions and recommendations resulting from those meetings (official attachment). Highlights are a broad array of services are needed to benefit all districts; districts feel special education services are a high priority; the resolution structure needs to be broken out into more specific services; and roles and responsibilities of stakeholder groups should be articulated.
- 7C ESD Standardization Visit Schedule
Due to changes in laws governing ESD's (Senate Bills 259 and 260) and creation of corresponding Administrative Rules, the Lane ESD visit will be rescheduled for Spring 2004, rather than November 2003, as previously planned by the Oregon Department of Education. The updates of ESD policies will help prepare for the visit. Director Eileen Palmer has participated in two ESD standardization visits.

7. Superintendent's Report

8. Information from
Administrative Staff

- 8 Curriculum/teaching support services director Eileen Palmer announced that Lane ESD has been awarded a three-year, \$798,000 "Teaching American History" federal grant. Grant funds will provide training for 80 Lane County teachers as well as involving several partner agencies. Lane ESD is the only Oregon agency to be awarded one of the history grants.

Technology/Learning support services director Michelle Mantel commented that the "Tech Teams" instructional technology conference on October 12 was very successful. Technology directors are considering and assessing alternatives to support video conferencing as funding from senate bill 620 ends.

Special education director Sue Mathisen reviewed the regional program enrollment.

David Standridge commented that Lane ESD business services has begun data conversion to Pentamotion. Training is occurring every other week. The first accounts payable check run on the new system is anticipated for January.

9. Board Member
Presentations and
Comments

9A Committee and Liaison Reports

OSBA—Sherry Duerst-Higgins reported that she is running unopposed for OSBA president elect.

Lane Education Foundation—There was a LEF work session on October 16 to consider fund raising ideas for the Planetarium; the Eugene Chamber of Commerce will include an article in its next newsletter; the LEF will be assisting Siuslaw School District in using the foundation for donated funds.

9B Reports from Advisory Board Members

Chuck Forster reported that Lane Workforce Partnership has entered into a contract with St. Vincent DePaul to link low income kids to services which will help them stay in school. He also reported that Lane County layoffs from July to mid-September total about 1,600.

Pat Rogers reported that the Department of Children and Families will experience a severe budget cut.

10. Announcement/
Correspondence

- 10 None at this time.

11. Public
Participation

- 11 There was no public participation.

12. Adjournment

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

The next meeting of the Lane ESD Board of Directors will be on Tuesday, December 11, 2001, beginning at 7:00 p.m., at the ESD Center Building

Minutes approved:

12-11-01
(date) BJM *BJM*

Attachments to official
minutes:

- Study of Resolution
Process

Joe Berney

Joe Berney, Chairperson

J. Michael Vermillion

Mike Vermillion, Superintendent-Clerk

STUDY OF RESOLUTION PROCESS

SUPERINTENDENT INTERVIEWS: FINDINGS, CONCLUSIONS AND RECOMMENDATIONS

Participation: Of the 16 superintendents in Lane County, 14 were interviewed in person and Ron Hitchcock provided information via e-mail soon after the September 20, meeting. Jamon Kent, Springfield superintendent is scheduled for Friday, October 19.

Process: Superintendents were asked to affirm or react to a set of perceptions (see attachment) drafted by the ESD superintendent after the September 20, Lane County superintendents council meeting. Along with the perceptions, four questions were asked:

1. How accurate are these perceptions?
2. Are 'points of view' missing? Would you elaborate on them?
3. What recommendations might you have for proceeding?
4. As we proceed, should we focus on special education or all resolution services?

Interviewer: ESD superintendent

Findings:

1. Generally, superintendents agree with the perceptions.
2. In general, smaller school districts would opt for a broader array of services and larger school districts would prefer focusing ESD resources on special education. However, there is a willingness of all superintendents to see both sides of the issue. Superintendents from larger school districts expressed an interest in supporting the smaller school districts through a commitment to support programs that benefit the greater Lane County educational community—urban, suburban and rural. Further, larger districts are open to sharing their programs with other school districts in Lane County. However, it was felt that if larger districts are going to provide services to groups of smaller districts, then there must be concrete proposals and agreements reached among the parties.
3. All superintendents believe that special education services are a high priority and are consuming a larger share of educational budgets at the expense of regular education programs. However, some superintendents suggest that devoting all ESD resources to special education would not solve the problem, i.e., we cannot throw enough money at special education. One superintendent commented, "I see it as a bottomless pit [special education]. It wouldn't be long before we would need more." Another superintendent said, "Let's not get rid of a single deficiency by throwing out other programs that are working." 'Don't throw the baby out with the bath water' was recited by a number of superintendents.
4. Most, if not all, superintendents would be supportive of a process that would review and prioritize existing ESD programs. Even those superintendents looking to the ESD to provide a broad array of services advocate for a hard look at the programs.

Most would hope to answer questions concerning: What are the neediest of our needs? Should the ESD be doing what it is doing?

5. All superintendents agreed that we should avoid pursuing any path toward reforming the resolution process that would polarize the 16 school districts. Some superintendents expressed concern that following the 'full blown' project plan, as outlined at the September superintendent's council meeting, increases the likelihood of splitting the group. One superintendent (representing a small school district) suggested, "[a]ny significant revision to the resolution process will hurt small school districts." Another superintendent (representing a larger school district) said that any wholesale change in the process (resolution) will create winners and losers; we should focus on the area(s) of concern. To do otherwise, will create a complexity that we are not prepared to deal with. A number of superintendents indicated that they were not disappointed with the resolution process or services as they are, but they would be willing to look at a change if they ended up with enough 'chips' (resolution dollars) to play with.
6. There was general agreement that it would be best for the ESD to propose a model to which superintendents could respond. They were comfortable with any model that accommodates as many interests of the parties, as possible. Equal educational opportunity should remain a major guiding value. A common message from superintendents is that we know that compromise is necessary; none of us is going to get all we want.
7. Regarding a process to achieve closure to this issue, most superintendents were willing to have a subcommittee of superintendents wrestle with it prior to submitting a full-scale recommendation to the full superintendents council. Since there appear to be three communities of common interests, some superintendents suggested that the ESD meet with each 'community' as a focus group prior to putting together a recommendation: urban, suburban, rural.
8. A model that modifies the existing resolution process seems preferable to creating an entirely new 'menu of service' approach. However, the major challenge is how to get more resources into special education services.

Conclusions: It is suggested that:

1. Patterns of ESD service remain as broad and diverse as possible with consideration given to service areas/programs that need added emphasis, e.g., special education.
2. The ESD 'step-over' a plan to develop a full-blown 'menu of service' system. The preferred approach is to modify the existing resolution process to address both the current and emerging needs of Lane County school districts. Some choice/flexibility should be considered in any modification.
3. Any modification needs to consider the fragile nature of rural and small school districts.
4. The current four-resolution structure is weak. It aggregates too many services within the broad headings of technology services, curriculum/school improvement services, services for students with disabilities and support services.

Recommendations:

1. The ESD administration should revise the 2001-02 resolutions to include new language for 2002-03 that would provide clearer, more precise statements about the service offerings included in the resolution process.
2. The Lane ESD special education advisory committee should develop recommendations for addressing the short-term and long-term special education needs in the County. Close attention and consideration should be given to work of the State Special Education Task Force that will begin work shortly.
3. A process should be developed to determine which resolution services are (1) essential (i.e., core services), (2) important but not absolutely essential (i.e., ancillary services) and (3) reduced or eliminated. It should be an inclusive process with responses elicited from superintendents, advisory groups, the Lane ESD Board and the Lane ESD staff.
4. The roles and responsibilities of stakeholder groups (i.e., superintendents, school boards, advisory groups, ESD Board, Budget Committee, ESD administration) in the resolution process should be clearly articulated. The mechanism for introducing new initiatives or sun setting existing services should be included.
5. The ESD administration should develop a modified resolution process within the context of these findings to serve as a 'straw man' to which superintendents and the Lane ESD Board could react.
6. The ESD administration should determine what comprises the 10% in the 90/10 split of general operating revenue (State School Fund plus local formula revenue) and communicate that information to superintendents and the Lane ESD Board.

-end-

SUPERINTENDENT INTERVIEW:
PERCEPTIONS OF RESOLUTION PROCESS

The following perceptions were drawn from the discussion at the September 20, 2001, superintendents council meeting.

How accurate are these perceptions?

Service needs vary among the 16 Lane County school districts.

At least two distinct positions have been voiced:

- A. Need to maintain a comprehensive array of available services. Programs may or may not include all of the services currently available.
- B. ESD resources should be devoted primarily to meeting the needs of the Lane County special education population.

To further pursue a conversation among Lane County superintendents about reforming the resolution process has the potential to pit school districts against one another.

Making adjustments to the existing resolution process to address school district interests and values is preferable to developing and implementing an entirely new process.

It is prudent for us to proceed slowly with regard to making any wholesale changes to the current resolution process. School district needs can be met within the existing resolution process.

The ESD superintendent should use information known to date to develop and propose a model that accommodates as many interests of the parties, as possible. Flexibility and choice need to be accommodated but not at the expense of any, particular Lane County school district. Equal education opportunity for all Lane County students should be a major guiding value.

Other Questions

Are 'points of view' missing? Would you elaborate on them?

What recommendations might you have for proceeding?

As we proceed, should we focus on special education or all resolution services?

LANE ESD BOARD OF DIRECTORS' WORK SESSION
Tuesday – October 16, 2001

Call to Order

Chairperson Joe Berney called the board work session to order at 5:50 p.m. Tuesday, October 16, 2000, in accordance with the agenda and public notice of the meeting.

Board Members present were Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller, and Jim Swanson. Others attending were Superintendent Mike Vermillion, Carol Knobbe, Sue Mathisen, Carol Wiggins, Dave Standridge, and Cameron Yee. Guests attending were Art Pearl, Mary Pearl, and Joe Richards.

Discussion

ESD board members had the opportunity to engage in a conversation regarding looking to the future with educator Art Pearl. Mr. Pearl presented information about the "Democratic Classroom." He and his colleagues have been focusing upon what works in education and have been sharing their views through the Center for Democratic Education and several publications including the book, Democratic Classroom-Theory to Inform Practice.

The principles for a democratic classroom:

- Persuasive and negotiable authority-versus authoritarian or anarchistic authority
- Inclusive-all equally honored and empowered
- Knowledgeable-all sufficiently informed to participate in solving important social and personal problems
- Informed and responsible participant in decisions that affect life learning and practice vital citizenship skills
- Inalienable rights-expression, privacy, due process and movement
- Optimum learning environment *
- Equality implemented as equal encouragement (countering all forms of deficit thinking)

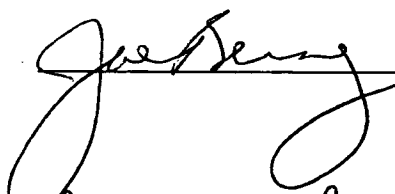
* An optimum learning environment for both teachers and students is one that has these features:

- Security-encouragement to risk
- Relief from unnecessary pain-boredom, humiliation, loneliness
- Meaning-why important and what do I have to do
- Sense of competence
- Belongingness
- Usefulness
- Hope
- Excitement
- Creativity
- Ownership

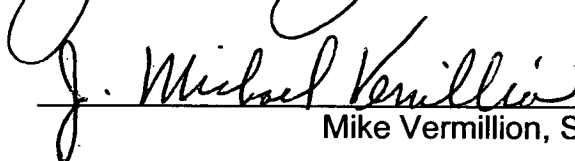
As the Board moves forward, these concepts will be a part of the ongoing discussion of how we approach issues facing the ESD.

Meeting Adjourned

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




Joe Berney, Chairperson



Mike Vermillion, Superintendent

Minutes approved:

12-11-01
bjm 

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – September 25, 2001

- | | | |
|------------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Joe Berney called the regular board meeting to order at 7:00 p.m. Tuesday, September 25, 2001, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Kent Stephens, Eileen Palmer, Michelle Mantel, Sue Mathisen, David Standridge and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Laura Krenk and Lynda Harris</p> |
| 3. Recognition of
Staff and/or Public | 3 | <p>The Board and staff recognized the contributions of Business Support Services Director Kent Stephens. Kent has accepted a position with Salt Lake City School District as Assistant Superintendent for Business Services, and his last day at Lane ESD will be October 1.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Action Items | 5A | <p>Item 5-A-4 was removed from the consent agenda for discussion.</p> <p>The following action items were included in the Consent Agenda approval:</p> <p>(1) Approve Board minutes of August 28, 2001
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting August 28, 2001, as submitted.</p> <p>(2) Accept monthly Human Resources Report and approve personnel recommendations:</p> <ul style="list-style-type: none">• Wendy Hendricks, Life Skills Teacher, resignation, 9/6/01. <p>BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated September 20, 2001.</p> <p>3) Approve Grants/Contracts Awarded and Authorize Receipt of Funds
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Grants/Contracts Awarded report dated September 1, 2001, and authorizes receipt of funds.</p> <p>(4) Second Reading—Policy IIBGA, Internet Safety Policy
Policy IIBGA was submitted for a first reading at the August Board meeting.
BE IT RESOLVED that the Board of Directors of Lane ESD adopts Policy IIBGA, Internet Safety Policy, as submitted.</p> <p>(5) Second Reading—Approve Technology Plan
The Lane ESD Technology Plan was submitted for a first reading at the August Board meeting.</p> <p>DIRECTOR DUERST-HIGGINS 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 BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 01-007)</p> |

- 5B Approve Modified Intergovernmental Agreement
At the August Board meeting, the Board approved the Intergovernmental Agreement for the Planetarium Learning Center. Additional revisions have been made to the document, which is submitted for your approval. A summary of those revisions was reviewed. (official attachment)
DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the Modified Intergovernmental Agreement between Lane ESD and the Lane County Fair Board for the Planetarium Learning Center. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 01-008)**
- 5C Approve Budget Committee Appointments
The following Budget committee appointments are recommended:
Zone 5, Position 5—Tom Lininger, McKenzie School District
At-Large, Position 6—Pat Neil, Pleasant Hill School District
DIRECTOR HOLMAN MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the appointment of Pat Neil and Tom Lininger as Lane ESD Budget Committee members. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 01-009)**
- 5D Approve New and Revised Policies—Section G, Personnel
New and revised policies in Section G were submitted for a first reading at the August Board meeting. Assistant Superintendent Carol Knobbe provided information regarding clarification of policy language (official attachment).
- GA—Human Resources Policy Goals
 - GB—General Hiring Practices
 - GBA—Equal Employment Opportunity
 - GBEA—Workers' Compensation Insurance
 - GBEB—Communicable Disease – Employees
 - GBEBB—HIV, AIDS and HBV – Employees
 - GBEBAA/JHCCBA/EBBAB—Bloodborne Pathogens
 - GBEBB/JHCCC/EBBAA—Infection Control – HIV, AIDS, HBV
 - GBEBD—HIV, AIDS and HBV Rumor Control – Employees
 - GBEBE/JHCCE/KBCAA—New/Media – HIV, AIDS or HBV
 - GBEC—Drug-Free Workplace
 - GBEE—Wellness
 - GBH-JECAC—Staff/Student/Parent Relations (Records/Visitations/ Medical Issues)
 - GBHA—Parental Family Relationship
 - GBK—Tobacco-Free Environment
 - GBL—Personnel Records
 - GBM—Grievance Procedure
 - GBN/JBA—Sexual Harassment
 - GBNA/JFCF—Hazing/Harassment/Intimidation/Menacing
 - GC—Licensed Staff Positions
 - GCA—License Requirements
 - GCBAA—Salary Placement – Out of District Experience
 - GCBAB—Education Advance on Licensed Salary Schedule
 - GCBAC—Experience Advancement on Licensed Salary Schedule
 - GCBBC/GDBC—Continuation Coverage Health Benefits
 - GCBBCA/GDBCA—Medical Insurance Coverage for Retiring Employees and Their Dependents
 - GCBCC/GDBCC—Working Periods
 - GCBBD/GDBD—Leaves and Absences
 - GCBDA/GDBDA—Family Medical Leave
 - GCBDB/GDBDB—Early Return to Work
 - GCBDC/GDBDC—Bereavement Leave

- GCBDD/GDBDD—Family Illness Leave
- GCBDE/GDBDE—Jury Duty
- GCBE/GDBE—Vacation
- GCDA/GDDA—Criminal Records Checks/Fingerprinting
- GCI/GDI—Assignments and Transfers
- GCKA/GDKA—Overtime
- GCKB/GDKB—Meetings
- GCL—Staff Development – Licensed
- GCN/GDN—Evaluation of Staff
- GCPA/GDPA—Layoff/Recall
- GCPB—Resignation of Licensed Staff
- GCQA/GDQA—Outside Activities of Staff
- GCN/GDN—Evaluation of Staff
- GCPA/GDPA—Layoff/Recall
- GCPB—Resignation of Licensed Staff
- GCQA/GDQA—Outside Activities of Staff
- GCQB/GDQB—Research
- GCQBA/GDQBA—Copyrights and Patents
- GCQE—Student Teachers
- GCQF—Sabbaticals
- GD—Classified Staff/Classified Staff Positions
- GCO—Promotion of Classified Staff
- GDPB—Resignation of Classified Employees

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts new and revised policies in Section G, Personnel, as recommend by the OSBA policy audit. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 01-010)**

6. Discussion/ Reports

- 6A Resolution Services Project Plan
In response to a request from Lane County superintendents, the administration has agreed to study the resolution process and propose an alternative way to establish resolutions and distribute services to school districts. A "draft" project plan was reviewed with the Board, as well as minutes of an August 9 meeting of a subcommittee of superintendents. Service needs of urban, mid-size, and small districts differ; however, a major guiding value in considering altering the way resolution services are provided is "students should receive equal educational opportunity". The ESD should maintain flexibility to meet unique needs of districts.
- Any change in the resolution process or the services to be provided by Lane ESD requires concurrence by the ESD Board. Therefore, it is important that the administration gain clear direction (1) to proceed and (2) proceed in the direction outlined in the project plan.
- 6B 2002-03 Resolution Timeline
The 2002-03 resolution timeline was reviewed with Board members. 2002-03 resolutions will be submitted to the Board for approval at the December 11 Board meeting.
- 6C First Reading—Policies Section A/B-Board Governance and Operations
As the OSBA policy audit continues, policy revisions and new policies for Section A/B, Board Governance and Operations were submitted for a first reading
- AC—Nondiscrimination
 - ACA—Americans with Disabilities Act
 - AD—Education Philosophy
 - ADA—Mission, Guiding Values, Priorities and Standards
 - AE—District Goal Setting
 - BA—Board Goals (stricken)

- BAA—Educational Goal Setting (stricken)
- BB—Board of Directors Legal Status
- BBA—Board Powers and Duties
- BBAA—Individual Board Member's Authority and Responsibilities
- BBAB—District Boundary Board
- BBB—Board Elections
- BBBA—Board Member Qualifications
- BBBB—Board Member Oath of Office
- BBC—Board Member Resignation
- BBD—Board Member Removal from Office
- BBE—Vacancies on the Board
- BBF—Board Member Ethics
- BBFA—Board Member Conflicts of Interest
- BC/BCA—Board Organization/Board Organizational Meeting
- BCB—Board Officers
- BCD—Board-Superintendent Relationship
- BCE—Board Committees
- BCF—Advisory Committees to the Board
- BCG—Legal Counsel
- BD/BDA—Board Meetings/Regular Board Meetings
- BDB—Special Meetings
- BDC—Executive Sessions
- BDD—Board Meeting Procedures
- BDDA—Notification of Board Meetings
- BDDB/BDDC—Board Meeting Agenda
- BDDG/BDDK—Minutes of Board Meetings
- BDDH—Public Participation in Board Meetings
- BDE—Public Hearings
- BE—School Board Work Sessions
- BFC—Adoption and Revision of Policies
- BFCA—Administrative Rules
- BFD—Board Policy Implementation
- BFE—Administration in the Absence of Policy
- BFF—Suspension of Policies
- BFG/BFGA—Policy Review and Evaluation/Manual Accuracy Check
- BG—Board-Staff Communications
- BH/BHA—Orientation of New Board Members
- BHB—Board Member Development
- BHD—Board Member Compensation and Expense Reimbursement
- BHDA—Compensation for Legal Fees for Board Members and Employees
- BHE—Board Member Liability Insurance
- BI—School Board Legislative Program
- BJ/BJA—School Board Memberships
- BK—Evaluation of School Board Operational Procedures
- BKA—Review of Contracted Service Providers

- 6D Administrative Rules—Section A/B, Board Governance and Operations
Revised administrative rules for Section A/B were submitted to the Board for information.
- AC-AR—Discrimination Complaint Procedure
 - AE-AR(1)—Instructional Service Goals
 - AE-(AR(2)—Support Service Goals
 - BAA-AR(1)—Instructional Goals (stricken)
 - BAA-AR(2)—Support Program Goals (stricken)
 - BBA-AR—Services for Public and Private Entities
 - BBAB-AR—Boundary Change Procedures
 - BBB-AR (1)—Advisory Board Members
 - BBB-AR(2)—Advisory Board Members

- BBF-AR—Board Member Ethics
- BD/BDA-AR—Regular Board Meeting Process
- BFC-AR/BFCA-AR—Policy/Administrative Rule Development Procedure (stricken)
- BHD-AR—Board Member Expense Reimbursement Procedures
- BKA-AR—Process for Review of Service Providers

7. Superintendent's Report

- 7A Financial Report
Director of business services Kent Stephens reviewed the financial report for August 2001.
- 7B 2001-02 Audit Status
Kent Stephens updated the Board on the status of the 2000-01 audit. Auditors completed field work and have been pleased with findings. At this time, there are no known recommendations. An audit committee consisting of the superintendent, business services director and two Board members will meet to review the audit. Jim Swanson and Michelle Holman volunteered to serve on the committee; Tom Huebner will be an alternate.
- 7C State of the Oregon Economy
Frequent reports in The Register-Guard and The Oregonian have illustrated the decline in the Oregon economy. Recently, the superintendent heard Paul Warner, head of the Legislative Revenue Office and former State economist, assess the state of the Oregon economy. Due to an anticipated State general fund revenue decrease, a special legislative session may be needed. Lane ESD, as well as Lane County school districts, could experience a cut in funding in the second year of the biennium.

8. Information from Administrative Staff

- 8 Director of curriculum/teaching support services Eileen Palmer presented the newly printed media catalog. Approximately 18,000 titles are contained in the catalog, which are available to about 2,900 Lane County teachers and other educational facilities.
- Director of technology/learning support services Michelle Mantel commented that nine component districts have chosen to participate in the electronic filtering process.
- Assistant superintendent Carol Knobbe updated Board members on the new employee medical/vision insurance—staff members working in the Siuslaw School District have a slightly different benefit plan due to location.
- Special education director Sue Mathisen reported that enrollment in the Life Skills program continues to increase;

9. Board Member Presentations and Comments

- 9A Committee and Liaison Reports:
- LCOG—Jerry Miller reported that LCOG will meeting on Thursday, September 27.
- Lane Education Foundation—Tom Huebner reported that LEF will have a special meeting on October 3 to discuss way to gain publicity for the Foundaiton.
- OSBA—Sherry Duerst-Higgins has been appointed to the 21st Century Committee and the OSAA Committee.

10. Announcement/Correspondence

- 10A The OSBA Annual Convention will be in Portland November 16 to 18. Directors Berney, Duerst-Higgins, Tom Huebner, and Jim Swanson plan to attend.
- 10B The AESA National Conference is in Atlanta November 28 to December 1. Director Kimball plans to attend the conference.

11. Public
Participation

11 There was no public participation.

12. Adjournment

The meeting was adjourned at 9:10 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday,
October 23, 2001, beginning at 7:00 p.m., at the ESD Center Building

Minutes approved:

10-23-01 BJM
(date) BJM

Attachments to official minutes:

1. Modified Intergovernmental Agreement
2. Section G Policy Language Clarification

Joe Berney
Joe Berney, Chairperson

Mike Vermillion
Mike Vermillion, Superintendent-Clerk

Summary of Section "G" Policy Changes

September 25, 2001

Policy GB: General Hiring Practices

Recommend the first paragraph through the colon, be replaced with the following language:

The ESD may hire a member of an individual employee's family or bona fide dependent of an employee of the ESD in a position in which there would be no direct supervision, appointment or grievance adjustment authority exercised by either employee relative to the other.

An Employee may directly supervise a family member under the following limited circumstances after careful consultation with staff:

Policy GC: Licensed Staff Positions

Recommend the third paragraph, after the first sentence and through the colon be replaced with:

The ESD may hire a member of an individual employee's family or bona fide dependent of an employee of the ESD in a position in which there would be no direct supervision, appointment or grievance adjustment authority exercised by either employee relative to the other.

An Employee may directly supervise a family member under the following limited circumstances after careful consultation with staff:

Policy GCBD: Leaves and Absences

Clarifies 10 month and 12-month sick leave accrual.

Policy GCBD A-R: Leaves and Absences

Clarified that 249 and 260 day contract positions are 12-month positions.

Policy GCBE A-R: Vacation

Describes differences in vacation procedures for 249 and 260-day contract positions.

Policy GBEBA A-R: HIV, AIDS, and HBV -Employees

Heading changed to match the policy heading.

Policy GCPB: Resignation of Licensed Staff

Replaced teacher with licensed staff member for consistency.

OSBA is developing a policy for on professional development for classified staff as well as a policy related to weapons that would apply to staff.

Lane Education Service District

Code: GB
Adopted: 1/25/94
Revised:
Orig. Code(s): GD

General Hiring Practices

The district ESD may hire a member of the an individual employee's family or bona fide dependent of an employee of the district ESD in a position in which there would be no direct supervision, appointment or grievance adjustment authority exercised by either employee relative to the other unless, after due deliberation and consultation with staff and upon finding that:

1. There is not a suitable number of qualified applicants;
2. The relative or dependent is exceptionally well-qualified when compared to other applicants;
3. It is unlikely any other equally qualified or superior candidate can be located within a reasonable period of time by reasonable recruitment methods;
4. Alternative means of evaluation and/or grievance adjustment are available, feasible and reasonably likely to work effectively.

As used in this policy, "member of the family" means the wife, husband spouse, domestic partner, daughter, daughter-in-law, son, son-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent or stepchild of the individual employee.

END OF POLICY

Legal Reference(s):

ORS 342.169
ORS 653.305 - 653.326
ORS 659.340

OAR 581-022-0705 (4)

Lane Education Service District

Code: GC
Adopted: 1/25/94
Revised:
Orig. Code(s): GC

Licensed Staff Positions

The Board recognizes that it is vital to the successful operation of ~~the district~~ Lane ESD that positions created by the Board be filled with highly qualified and competent personnel.

The Board shall approve the employment, fix the compensation and establish the term of employment for each person filling a contractual position. Such approval shall be given only to those candidates for employment recommended by the superintendent. The superintendent or designee shall appoint all persons employed in the non-contractual positions.

The Board will observe and adhere to the requirements of Oregon law in hiring licensed/certified staff members. The Board may hire a member of ~~the~~ an individual employee's family or bona fide dependent of an employee of the ~~district ESD~~ in a position in which there would be no direct supervision, appointment or grievance adjustment authority exercised by either employee relative to the other ~~unless~~, after due deliberation and consultation with staff and upon finding that:

1. The position is classified by the Teacher Standards and Practices Commission as one for which there are insufficient applications in the teaching endorsement or in the region; or
2. There is not a suitable number of qualified applicants; or
3. The relative or dependent is exceptionally well-qualified when compared to other applicants; or
4. It is unlikely any other equally qualified or superior candidate can be located within a reasonable period of time by reasonable recruitment methods; or
5. Alternate means of evaluation and/or grievance adjustment which removes the relative or dependent from the process are available, feasible and reasonably likely to work effectively.

As used in this policy, "member of ~~the~~ an individual's family" means the ~~wife, husband spouse, domestic partner~~, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent or stepchild of the individual employee.

Any candidate who is hired and who is subsequently determined to have misrepresented facts material to his/her qualifications for employment or material to the determination of salary shall be subject to dismissal. The Board shall consider such misrepresentation grounds for dismissal.

**Intergovernmental Agreement
Lane ESD and Fairgrounds**

Revisions to Intergovernmental Agreement include the following:

- Lane ESD conveys title to property now owned including the Planetarium dome, seats, projector, computer equipment and telescope to the Lane County Fair Board. The Fair Board carries the burden of ownership including insurance coverage, repairs and maintenance.
- If the Planetarium operation is terminated, and neither party chooses to continue the operation and equipment is liquidated, the ESD and Fair Board will each receive one half value of equipment. Also if equipment is damaged and not replaced, each party will receive one half of the insurance payment.
- The exception is the telescope that will go to the original donors, the Eugene Astronomical Society.
- The Skyvision equipment ownership is governed under a separate Pledge Agreement requested by donors John and Robin Jaqua. The Pledge Agreement states the Skyvision will be installed in the existing Planetarium facility at Alton Baker Park until the new planetarium is built at the Fairgrounds. The Lane Education Foundation will hold title to Skyvision and a subcommittee of the Foundation known as "Friends of the Planetarium" will determine if use of the equipment is meeting the educational mission of the Foundation. If in three years, the Planetarium facility, as designed by WBGS Architects, is completed at the Fairgrounds, the Fairgrounds will receive titled to Skyvision. If not, the Foundation subcommittee determines a placement for the equipment that would best serve Lane County schools.
- Separate bank accounts were established for the Friends of the Planetarium. Friends of the Planetarium currently have a verbal commitment for 1.5 million over and above the already \$450,000 for the Skyvision.
- The new facility at the Fairgrounds will be renamed the "Robin Jaqua Planetarium".
- The Fairboard will meet September 25 to take final action on the Intergovernmental Agreement.
- The County Commissioners will meet September 25 to take action on a loan to the Fair Board so construction on the new Planetarium and reconstruction of the present Wheeler Pavillion can start immediately.

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – August 28, 2001

Executive Session	<p>Chair Joe Berney called the Executive Session to order at 6:15 p.m. Tuesday, August 28, 2001, under provisions of ORS 192.60(1)(d), negotiations, in accordance with the agenda and public notice of the meeting. Board Members present were: Joe Berney, Sherry Duerst-Higgins, Tom Huebner, Don Kimball, and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Kent Stephens, Carol Wiggins and Barbara McBurnett, recording secretary.</p> <p>The Executive Session was adjourned at 6:45 p.m.</p>
Public Hearing	<p>Chair Berney opened the public hearing at 7:00 p.m., to receive public comments regarding development of the Internet Safety Policy. Notice of the hearing was published as required by law in the <u>Register Guard</u> newspaper. The chair invited comments on the Internet Safety Policy. There were no public comments. Chair Berney declared the public hearing closed.</p>
1. Regular Meeting Call to Order	<p>1 Chair Joe Berney called the regular board meeting to order at 7:05 p.m. Tuesday, August 28, 2001, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Tom Huebner, Don Kimball, and Jim Swanson; advisory board member Chuck Forster. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Kent Stephens, Eileen Palmer, Sue Mathisen, Carol Wiggins and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Randy Trummer, Laura Krenk and Lynda Harris.</p>
2. Recognition of Staff and/or Public	<p>2 There was no staff or public recognition.</p>
3. Introduction of Guests	<p>3 No guests were present.</p>
4. Public Participation	<p>4 There was no public participation.</p>

5. Action Items

Item 5C, authorize contract with OSBA Regence Blue Cross was added to the agenda.

- 5A The following action items were included in the Consent Agenda approval:
BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.

(1) Approve Board minutes of July 10, 2001

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting July 10, 2001, as submitted.

(2) Accept monthly Human Resources Report and approve personnel recommendations

Appointments: Diana McDonald, Life Skills teacher, 8/29/01

Cheryl Naggiar, Lane school teacher, 8/29/01

Kurt Goldenstein, Lane School teacher, 8/29/01

Perrin Scott, Life Skills teacher, 8/29/01

Candance Holcomb, Life Skills teacher, 8/29/01

Tonya Smith, autism consultant, 8/29/01

Resignation: Melissa Nowatzke, 6/15/01

Change of Status: Wendy Kenyon, return from leave, 8/28/01

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated August 20, 2001.

(3) Approve Grants/Contracts Awarded and Authorize Receipt of Funds

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Grants/Contracts Awarded report dated August 1, 2001, and authorizes receipt of funds.

(4) Approve Budget Committee Calendar

BE IT RESOLVED that the Board of Directors of Lane ESD approves the budget meeting calendar for preparation of the 2002-03 Lane ESD Budget as presented.

DIRECTOR KIMBALL 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 BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, and SWANSON VOTING YES.**

(ESD Resolution # 01-004)

- 5B Approve Intergovernmental Agreement For Planetarium
Revisions for the Intergovernmental Agreement between Lane County Fair Board and Lane ESD for the Planetarium, as well as the Pledge Agreement, were reviewed. A summary of those revisions was also provided (official attachments).
DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the Intergovernmental Agreement between the Lane County Fair Board and Lane Education Service District for operation of the Planetarium, as submitted. Director Huebner seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, and SWANSON VOTING YES. (ESD Resolution # 01-005)**

- 5C Authorize Contract with OSBA Regence Blue Cross
The Lane ESD Benefits Committee benefits recommendation for medical/vision insurance coverage was reviewed (official attachment). The benefits committee recommended a change in carriers to OSBA Regence/Blue Cross with a choice of two plans, which would allow employees the option of minimizing out of pocket expense. Board members expressed the opinion that the cost of benefit coverage in 2001-02 be as provided in the contractual agreement negotiated with LCEA.
DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the Intergovernmental Agreement between the Lane County Fair Board and Lane Education Service District for operation of the Planetarium, as submitted. Director Huebner seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, and SWANSON VOTING YES. (ESD Resolution # 01-006)**

6. Discussion/
Reports

- 6A The following policy revisions and new policies in Section G, Personnel, were submitted for a first reading. Administrative rules were submitted for information.
- GA—Human Resources Policy Goals
 - GB—General Hiring Practices
 - GBA—Equal Employment Opportunity
 - GBA-AR(1)—Affirmative Action Plan
 - GBA-AR(2)—Hiring
 - GBA-AR(3)—References
 - GBEA—Workers' Compensation Insurance
 - GBEB—Communicable Disease – Employees
 - GBEB-JHCC-AR—Communicable Diseases
 - GBEBA—HIV, AIDS and HBV – Employees
 - GBEBA-AR—Staff with HIV or AIDS
 - GBEBA/JHCCBA/EBBAB—Bloodborne Pathogens
 - GBEBC/JHCCC/EBBAA—Infection Control – HIV, AIDS, HBV
 - GBEBD—HIV, AIDS and HBV Rumor Control – Employees
 - GBEBE/JHCCE/KBCAA—New/Media – HIV, AIDS or HBV
 - GBEC—Drug-Free Workplace
 - GBEE—Wellness
 - GBEE-AR(1)—Wellness Committee Composition
 - GBEE-AR(2)—Lane ESD Sunshine Fund Guidelines
 - GBH-JECAC—Staff/Student/Parent Relations (Records/Visitations/Medical Issues)
 - GBHA—Parental Family Relationship
 - GBK—Tobacco-Free Environment
 - GBL—Personnel Records
 - GBL-AR—Personnel Records
 - GBM—Grievance Procedure
 - GBN/JBA—Sexual Harassment
 - GBN/JBA-AR—Sexual Harassment Complaint Procedure
 - GBNA/JFCF—Hazing/Harassment/Intimidation/Menacing
 - GBNA/JFCF-AR—Hazing/Harassment/Intimidation/Menacing Complaint Procedures
 - GC—Licensed Staff Positions
 - GCA—License Requirements
 - GCBAA—Salary Placement – Out of District Experience
 - GCBAB—Education Advance on Licensed Salary Schedule
 - GCBAC—Experience Advancement on Licensed Salary Schedule
 - GCBG/GDBC—Continuation Coverage Health Benefits
 - GBCA/GDBCA—Medical Insurance Coverage for Retiring Employees and Their Dependents
 - GBCA/GDBCA-AR—Medical Insurance Coverage for Retiring Employees and Their Dependents
 - GCBCC/GDBCC—Working Periods
 - GCBCC/GDBCC-AR(1)—Work Week Schedule
 - GCBCC/GDBCC-AR(2)—Inclement Weather Guidelines
 - GCBD/GDBD—Leaves and Absences
 - GCBD/GDBD-AR(1)—Accrual of Sick Leave
 - GCBD/GDBD-AR(2)—Uncompensated Leave
 - GCBDA/GDBDA—Family Medical Leave
 - GCBDA/GDBDA-AR(1)—Federal Family and Medical Leave/State Family Medical Leave
 - GCBDA/GDBDA-AR(2)—Request for Family and Medical Leave
 - GCBDA/GDBDA-AR(3)—Medical and Parental Leave
 - GCBDA/GDBDA-AR(4)—Sample Letter to Employee – FMLA/OFLA Leave
 - GCBDA/GDBDA-AR(5)—FMLA/OFLA Notice to Employee
 - GCBDA/GDBDA-AR(6)—Medical Certification Form

- GCBDB/GDBDB—Early Return to Work
- GCBDB/GDBDB-AR—Light/Modified Duty Program
- GCBDC/GDBDC—Bereavement Leave
- GCBDD/GDBDD—Family Illness Leave
- GCBDE/GDBDE—Jury Duty
- GCBDE/GDBDE-AR—Jury Duty
- GCBDE/GDBDE—Vacation
- GCBDE/GDBDE-AR—Staff Vacation
- GCDA/GDDA—Criminal Records Checks/Fingerprinting
- GCDA/GDDA-AR—Criminal Records Checks/Fingerprinting
- GCI/GDI—Assignments and Transfers
- GCKA/GDKA—Overtime
- GCKB/GDKB—Meetings
- GCL—Staff Development – Licensed
- GCL-AR—Staff Development - Licensed
- GCN/GDN—Evaluation of Staff
- GCPA/GDPA—Layoff/Recall
- GCPA/GDPA-AR(1)—Layoff/Recall
- GCPB—Resignation of Licensed Staff
- GCQA/GDQA—Outside Activities of Staff
- GCQB/GDQB—Research
- GCQBA/GDQBA—Copyrights and Patents
- GCQBA/GDQBA-AR—Copyrights and Patents
- GCQE—Student Teachers
- GCQF—Sabbaticals
- GCQF-AR—Sabbaticals - Procedures
- GD—Classified Staff/Classified Staff Positions
- GD-AR—Classified Staff/Classified Staff Positions
- GCO—Promotion of Classified Staff
- GDPB—Resignation of Classified Employees

6B Policy IIBGA, Internet Safety Policy was submitted for a first reading. This policy is required in order to be compliant in qualifying for E-Rate reimbursement.

6C The Lane ESD Technology Plan was submitted to the Board. A current Technology Plan, which will be submitted to the Oregon Department of Education, is also required for E-Rate reimbursement qualification.

7. Superintendent's Report

7A Financial Report

Due to end-of-year financial activity, we will not have a financial report until September, when more reliable information can be shared. During this time of year, many accounting entries take place which affect June and July (two different fiscal years).

7B Review Budget Committee Membership

For the Budget Committee to prepare the 2001-02 budget, the Board will need to appoint four component district Board members. The three-year terms that expired or were vacant on June 30, 2001 are:

- Zone 4, Position 4 (Bethel, Fern Ridge, Mapleton, Junction City, Blachly, and Siuslaw School Districts)
- Zone 5, Position 5 (Pleasant Hill, Creswell, South Lane, McKenzie, Lowell, Oakridge, and Marcola School Districts)
- At Large, Position 6
- At Large, Position 7

Board members will contact component district Board members to request membership. The superintendent will also contact component district superintendents to seek members.

8. Information from
Administrative Staff

- 7C A proposed schedule of ESD program reports was distributed to the Board which suggested the following reports:
- October 23 – Professional Technical Education (Kristin Gunson)
 - December 11 – Graphics and Print Services
 - January 22 – Science (Bob Curtis)
 - February 26 – Regional Programs (Sue Mathisen)
 - March 19 – Video Distribution System (Gary Ross)
 - April 23 – Goals 2000 Reading and Writing
 - May 28 – Technology/Learning Services (possible)
 - June 25 – Special Education (possible)
- 7D Superintendent Vermillion reported on the management retreat on August 2 and 3. The first day of the retreat focused on team building activities to learn about working styles and how to work as a team. Dick Withycombe facilitated the group on the second day of the retreat to focus on possible options in offering resolution services to component districts.
- 7E A group of Lane County Superintendents met on August 9 to give their input regarding resolution services provided by Lane ESD. The superintendent provided an overview of the discussions and process (official attachment).
- 8 Curriculum/teaching support services director Eileen Palmer reported that a recent three-day Goals 2000 reading and writing workshop was very well attended by Lane County teachers.
- Technology/learning support services director Michelle Mantel reported the distance learning project will be proceeding, and a recommendation will be made to the superintendent by January.
- Special education director Sue Mathisen reported that two special education managers have been hired, Ludean Buck and Brian Brands. Hiring is also occurring for life skills teacher, Lane School teacher, consultants, and educational assistants.
- Fiscal services director Kent Stephens commented the auditors will begin the process on Tuesday. Also, the accounting staff will begin the conversion process to the Pentamation software next month—a very big project which last through February.
- Assistant superintendent Carol Knobbe reported that administrative staff received training over three days on the new evaluation programs with an overview of the process and specific standards. Lane ESD staff will be assigned to a phase in the evaluation process.

9. Board Member
Presentations and
Comments

- 9A Committee and Liaison Reports:
- OSBA—Director Duerst-Higgins reported that the OSBA Regional Meeting will be at Lane ESD on September 17. The OSBA Annual Convention will be November 16-18.
- Lane Education Foundation—Eileen Palmer reported that Ann and Ralph Haines have been appointed as LEF board members.
- 9B Advisory board member Chuck Forster reported that Lane Workforce Partnership has experienced much activity due to recent layoffs in Lane County. Between July 2000 and now, LWP has provided service to 2,500 laid off workers.

	9C	Board committee assignments for 2001-02 were designated: Lane Council of Governments – Jerry Miller Negotiations Committee – Don Kimball, Sherry Duerst-Higgins Superintendent Salary/Contract – Joe Berney, Jerry Miller Foundation Board – Tom Huebner
10. Announcement/ Correspondence	10A	The Association of Education Service Agencies national conference will be in Atlanta November 28 to December 1. Board members should consider attending the conference; registrations and arrangements will need to be completed soon.
11. Public Participation	11	There was no public participation.
12. Adjournment		The meeting was adjourned at 8:55 p.m. The next meeting of the Lane ESD Board of Directors will be on Tuesday, September 25, 2001, beginning at 7:00 p.m., at the ESD Building.

Minutes approved:

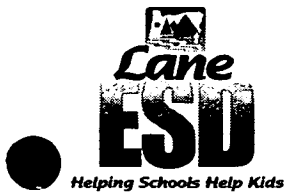
9-25-01 BM
(date) BJM

Attachments to official minutes:

1. Planetarium:
 - Intergovernmental Agreement/
 - Lane ESD and LC Fair Board
 - Pledge Agreement
 - Summary of Revisions
2. Benefits Committee Recommendation
3. Superintendents' Subcommittee Report on Resolution Services

Joe Berney
Joe Berney, Chair

J. Michael Vermillion
Mike Vermillion, Superintendent-Clerk



Lane Education Service District

1200 Highway 99 North • PO Box 2680
Eugene OR 97402-0374
(541) 461-8200 • Fax (541) 461-8298

J. Michael Vermillion
Superintendent-Clerk

LANE ESD IS COMMITTED TO WORKING IN PARTNERSHIP WITH SCHOOLS, FAMILIES, AND COMMUNITIES TO HELP STUDENTS SUCCEED.

August 28, 2001

TO: Lane ESD Board

FROM: Benefits Committee

RE: Benefits Recommendation for 2001-02

The Benefits Committee working with Delmer Johnson of Willis reviewed quotations for medical/vision insurance and dental insurance.

Oregon Dental Service provided a quote for a 4% increase in dental insurance. The committee did not seek other bids for dental insurance. The committee recommends continued coverage through Oregon Dental Service.

Bids from OEA Choice Trust, our current carrier, and four other providers were reviewed. The committee eliminated OEA Choice Trust as an option due to rate increase of over 50%.

The committee reviewed the proposals and is recommending that we change from OEA Choice Trust to OSBA Regence/Blue Cross. The committee also recommends that that a choice of two plans be provided. This would allow employees the option of minimizing out of pocket expense, if needed, by choosing a plan with lesser benefits.

HMO 1

This plan is most comparable to our current plan. HMO 1 represents an increase of 30.70% over our current premium. The benefits while, slightly less than our existing plan, are comparable to the current plan.

HMO 2

This plan is a more significant change in benefit plans. This plan represents a 15.63% increase from our current premium.

The Benefits Committee is recommending that HMO 1 be provided to employees, with employees having the option of selecting the HMO 2 if it was more affordable and met their individual insurance needs.

Board of Directors

Tom Huebner
Eugene

Joe Berny
Eugene

Donovan Kimball
Springfield

Michelle Holman
Deadwood

Sherry Duerst-Higgins
Cottage Grove

Jerry Miller
Springfield

James Swanson
Eugene

Chuck Forster, Advisor
Employment Training

Patricia Rogers, Advisor
Social Services

Administrative Recommendation

Approve change to OSBA

Approve two plan offerings (HMO 1&2)

As per the current contract with LCEA, the ESD and employee contributions are outlined below.

	HMO 1	HMO 2
Total Cost	606.47	542.72
ESD contribution	557.24	525.36
Employee contribution	49.24	17.36

Discussion Item:

There is a strong interest being expressed in determining whether the district would consider paying the full cost of the HMO 2 for those employee selecting HMO 2. Employees at the lower end of the pay scale may not be able to afford the out of pocket expense for the higher coverage. This would in essence raise the insurance cap to 542.72.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
LANE EDUCATION SERVICE DISTRICT
AND
LANE COUNTY FAIR BOARD

PLANETARIUM LEARNING CENTER**

THIS INTERGOVERNMENTAL AGREEMENT (this "Agreement") is made as of the ____ day of September, 2001 between the Lane Educational Service District ("District") and Lane County Fair Board, ("Fair Board"), each party being a unit of local government.

WHEREAS, the District currently owns and operates certain personal property used as a planetarium at 2300 Leo Harris Parkway, Eugene, Oregon; and

WHEREAS, due to lack of financial and other resources, the District would like to transfer responsibility for ownership maintenance, operation and development of the planetarium to the Fair Board, while maintaining an interest in the planetarium as an educational facility; and

WHEREAS, the Fair Board is willing to accept responsibility for operation and maintenance of the planetarium under the terms and conditions provided herein and to develop the planetarium as a Fair Board enterprise and educational facility in collaboration with the District; and

WHEREAS, ORS 190.010 authorizes units of government to enter into agreements for the joint performance of any or all functions and activities that either party to the agreement has the authority to perform; and

WHEREAS, the Fair Board was created to act as the exclusive manager of the Fairgrounds, with full authority to acquire, develop, maintain and operate at the Fairgrounds such exhibits, shows, and educational or recreational facilities as the Fair Board deems desirable and to construct such buildings and improvements thereon as the Fair Board deems desirable or convenient to its purposes; and

WHEREAS, the Fair Board has agreed to build a new planetarium building and related facilities to be known as the "Robin Jaqua Planetarium" at the Lane County Fairgrounds ("Fairgrounds"), subject to the availability of funding, within three years of the date of this Agreement; and

WHEREAS, in anticipation of the activities contemplated by this agreement, the parties have jointly entered into a \$450,000 purchase agreement with Sky-Skan, Inc., of Nashua, New Hampshire for a state-of-the-art planetarium multi-media projection screen copyrighted under the name "SkyVision" and more particularly described in the pledge agreement ("Pledge Agreement") attached hereto as Appendix 1; and

WHEREAS, financing for the SkyVision will be provided by a gift from John E. Jaqua and Robin Jaqua (the "Donors") to the Lane Education Foundation, a private non-profit corporation (the "Foundation"), under the terms set forth in the Pledge Agreement; and

WHEREAS, the Pledge Agreement requires that title to the Sky Vision shall be vested in the Foundation, until such time as the SkyVision is installed in the Robin Jaqua Planetarium, at which time the Foundation has agreed to convey title and full ownership to the Fair Board; and

WHEREAS, both parties hereto are fully aware of and agree to accept all terms and conditions for use of the SkyVision as set forth in the Pledge Agreement;

NOW, THEREFORE, the parties agree as follows:

AGREEMENT

SECTION 1. Establishment of Planetarium Learning Center.

The parties hereby agree to cooperate in the creation and development of a planetarium learning center (hereinafter referred to as the "planetarium") which will be owned and operated as an enterprise of the Fair Board. The planetarium will have three overlapping missions: (1) to support the educational mission of the District to provide special programs, training and new learning environments to the District's component school districts; (2) to provide life-long learning opportunities to the general public; and (3) to support the mission of the visitors and convention bureau.

SECTION 2. Contribution by the Parties; Property Ownership; Property Insurance.

a) **Conveyance of Personal Property.** The District hereby conveys all of its right, title and interest to and in all tangible personal property now used at the planetarium located at 2300 Leo Harris Parkway, Eugene, Oregon, consisting of a dome, seats, projector, telescope, computer equipment and related equipment, and the Fair Board hereby accepts all right, burdens and incidents of ownership of such property, *provided that*, the Fair Board agrees that it will convey and return the telescope contributed by the Eugene Astronomical Society (the "Telescope") to the order of the Eugene Astronomical Society if it ceases to operate the planetarium under this Agreement.

b) **District's Participation and Supporting Activities.** The District shall also continue to participate in and support the growth and development of the planetarium and the Robin Jaqua Planetarium as a scientific and educational facility through its participation and support of educational grants and other funding-seeking activities, through its participation in the Policy Committee described herein, and by such other activities as are possible based on its available resources. The District will execute and deliver any document or instrument and take all other reasonable action necessary to qualify the Fair Board to receive or use any grant, pledge, donation or other property available to the Fair Board for planetarium purposes.

c) **Contribution of Fair Board.**

i) **Relocation, Construction and Installation.** The Fair Board will continue to operate the planetarium at its present location at Eugene's Alton Baker Park in facilities leased by the City of Eugene. The Fair Board will construct a new physical plant for the Robin Jaqua Planetarium at the Fairgrounds as a part of its renovation of the Wheeler Pavilion. The Fair Board shall be responsible for all costs related to the relocation, construction and installation of the Robin Jaqua Planetarium at the Fairgrounds, based on available funding. In the event that construction of the facility for the Robin Jaqua Planetarium is delayed by funding or other problems, the Fair Board shall continue to operate the planetarium at Alton Baker Park or, if continued operation is not possible due to the City of Eugene's refusal to renew its lease to the planetarium, the Fair Board may store the planetarium property for a temporary period or may install and operate the planetarium property in another location at the Fairgrounds.

ii) **Operation and Maintenance.** The Fair Board will assume responsibility for providing all utilities, operation, maintenance, day-to-day management and promotion of the planetarium as a year-round Fair Board enterprise. The Fair Board will execute and deliver any document or instrument and take all other reasonable action necessary to qualify the District to receive or use any grant, pledge, donation or other property available to the District for planetarium purposes.

d) **Ownership of Property.**

i) **Property Conveyed by District.** With the exception of the SkyVision, all of the property, including intellectual property, owned by the District on the date of execution of this Agreement and contributed to the planetarium, has been conveyed hereby to the Fair Board and shall be deemed the solely owned property of the Fair Board without compensation, in consideration for the Fair Board's undertaking hereunder. The District agrees to execute and deliver all further instruments and take all action necessary to evidence the Fair Board's ownership of such property.

ii) **After-Acquired Property of the Planetarium.** With the exception of personal property, including intellectual property, that is purchased or developed by the District solely for its own use in District-sponsored educational programs and property purchased with grants or donations that otherwise restrict or designate its ownership, the Fair Board will be deemed the sole owner of all personal property of the planetarium acquired after the date of this Agreement, including, but not limited to any name, trademark or other intellectual property used or created by or for the Fair Board for use in connection with the planetarium or the Robin Jaqua Planetarium.

iii) **SkyVision.** Ownership of the SkyVision shall be governed by the terms of the Pledge Agreement attached hereto as Appendix 1.

e) **Insurance.** The Fair Board shall maintain one or more all risk policies of property insurance, covering all personal property conveyed by the District. Insurance for the SkyVision shall be maintained on a replacement cost basis for a minimum period of five years from its date of delivery, after which time insurance for the SkyVision may be maintained on any other basis,

including by a self-insured reserve, as the Fair Board deems appropriate. The Fair Board shall have no responsibility to insure or otherwise provide security against damage, loss or destruction to or of any property of the District in which the Fair Board has no ownership interest. The District hereby waives all claims and rights of subrogation against the Fair Board for any damage, loss or injury to its property in connection with the activities conducted under this Agreement, and further agrees that it will look solely to its own insurance or reserves for such purpose. for reimbursement of any loss.

Notwithstanding any other provision of this Agreement, in the event that the SkyVision is damaged by any insured event while installed in the Alton Baker Park facility, the proceeds of insurance shall be used to purchase another SkyVision, and after the SkyVision is installed at the Robin Jaqua Planetarium, the Fair Board shall have sole discretion as to whether the SkyVision, or a comparable replacement for the SkyVision, should be repaired or replaced with the proceeds of insurance. A comparable replacement for the SkyVision will include any building, facility or equipment that performs functions similar in kind to the functions performed by the SkyVision. If, after installation at the Robin Jaqua Planetarium, the Fair Board determines not to use the SkyVision insurance proceeds to repair or replace the SkyVision, then the District shall be entitled to receive one-half of any insurance policy proceeds attributable to the SkyVision.

SECTION 3. Developmental Goals; Planetarium Programming. The parties will cooperate to develop the planetarium in accordance with its three missions as a self-supporting scientific, recreational, tourism and educational facility for the general public, schools and local industry. The District and the Fair Board shall collaborate on the development of programming for use at the planetarium, but in cases where the parties do not agree to support the development of particular program, either party may purchase or develop a program, at its sole expense, and retain sole ownership of such program. As used in this Agreement, the term "program" shall include any exhibit, movie, demonstration, laser program, slide show or other visual or auditory presentation, whether in physical or electronic form that is displayed or presented at the planetarium. Except as otherwise provided herein, each party will have free access to any re-useable program owned by the other party, subject to such restrictions on the operation and use of such property as are reasonably required for its protection. Neither party shall be required to provide free access to the other with respect to any program that is not owned by such party.

SECTION 4. Policy Committee. A joint committee (the "Policy Committee") shall be formed for the purpose of guiding the development and use of the planetarium in furtherance of the parties' goals.

a) **Policy Committee Members; Meetings.** The Policy Committee shall consist of four members, including: (1) the Executive Director of the Fair Board ("Fairgrounds Director"), or Fairground Director's designee, (2) the District Superintendent, or Superintendent's designee, (3) a member appointed by the Fairgrounds Director, and (4) a member appointed by the Superintendent.

b) **Purpose of Policy Committee.** Subject to the provisions, conditions and goals set forth in this Agreement, the Policy Committee shall advise the District and the Fair Board in matters related to the financing and development of both public and educational

programing, the acquisition of new equipment, proposed rate structures, and such other matters, as may be requested by the Fair Board or the District, related to the use of the planetarium as a community, tourism and educational facility.

SECTION 5. Management.

a) **General.** The Fairgrounds Director shall have exclusive authority to manage the day-to-day business and operations of the planetarium, subject to direction by the Fair Board and the provisions of this Agreement.

b) **Personnel.** The Fair Board shall hire all personnel and staff for the routine operation and maintenance of the planetarium, and such persons shall be employees, agents or subcontractors of the Fair Board. The Fair Board may also hire or retain the services of one or more experts or consultants to manage or develop the public activities and programs presented at the planetarium. Subject to mutual agreement and advice from the Policy Committee, the Fair Board's agents will cooperate with teachers and other agents of the District in the development and presentation of District-supported educational activities.

c) **Access to Planetarium by Non-Fair Personnel.** No person shall be allowed to operate planetarium equipment without the express prior consent of the Fairgrounds Director, or designee, and the Fair Board shall have discretion to deny access to the planetarium and to place reasonable restrictions on the use of the planetarium by any person or group for which the District has not assumed legal and financial responsibility.

d) **Scheduling of Activities.** The Fairgrounds Director or designee shall schedule the use of the planetarium to accommodate both public and school activities, giving preference to educational uses during normal school days and hours. In cases where no agreement can be reached concerning conflicting scheduling needs by the Fair Board and the District, the matter shall be referred to the Policy Committee for resolution.

e) **District-Sponsored Use.** District-sponsored use of the planetarium shall include all classroom activities for students enrolled through the District. The Fair Board shall be entitled, but not required, to charge the District and other District-supported users of the planetarium for the Fair Board's operating expenses, including the cost of utilities and Fair Board personnel, incurred to operate the Planetarium during District-sponsored programs and activities. The Policy Committee shall review any increase in rates for District/student use prior to implementation to assure that charges to students are reasonably affordable.

f) **Financial Management.** The Fair Board has the responsibility to manage and operate the planetarium in a financially sound manner and to cover all operating and capital expenses and therefore shall set fees and charges appropriately to accomplish this goal.

SECTION 6. Term and Termination. The term of this Agreement shall begin on the date executed by the last party to sign and, and unless renewed by mutual agreement of the parties or terminated as provided below, shall expire on December 31, 2030. This Agreement may be terminated prior to its expiration date by the unilateral action of a party as follows:

a) **Termination for Convenience.** Either party may terminate this Agreement upon not less than eighteen (18) months' prior written notice to the other party.

b) **Termination for Breach.** Either party may terminate this Agreement in the event of breach by the other party, after giving the party written notice of the breach and providing the party not less than thirty (30) days' opportunity to avoid termination by curing the breach, or if the breach is of a nature that cannot be cured in thirty days, then the party shall be given the opportunity to initiate curative action within such thirty (30) day period and avoid termination by diligently prosecuting the curative action to its completion. Failure of a party to obtain any grant, allocation or other funding shall not, in itself, constitute a breach of this Agreement.

c) **Required by Law.** Either party may terminate this Agreement after such notice as is practicable, when required to do so by any court decision, legislation or action of a governmental agency having jurisdiction over the actions of the party.

SECTION 7. Action Upon Termination. Upon termination of this Agreement whether by expiration of its term or otherwise, then except as provided below in this Section 7, the Fair Board shall take and have for its own use all personal property then owned by the Fair Board after the commencement of this Agreement free of any claim by the District, *provided that*, the Fair Board shall transfer and convey the Telescope to the entity designated by the Eugene Astronomical Society, in good and clean condition, save for normal wear and tear.

a) **Liquidated Damages for District Fair Board.** The parties agree that the value of this Agreement to the District is incapable of assessment in light of the non-commercial nature of the District's interests and the potential for varying degrees of contribution by the parties over the expected term of this Agreement. The parties also agree that it is in the best interests of the Lane County community that the opportunities provided by a planetarium are preserved. Therefore, the parties have agreed that the Fair Board shall pay the District the liquidated damages described in this subsection if this Agreement is terminated for either of the following reasons:

(i) By the Fair Board, for its convenience; or

(ii) For a breach of the Fair Board's obligation to participate in good faith in the Policy Committee or refusal to provide reasonably affordable access to the planetarium for District students.

If this Agreement is terminated under either of the aforementioned circumstances, the District shall be entitled to liquidated damages equal to the fair market value of all personal property conveyed to the Fair Board by the District, other than the Telescope, plus an amount equal to one-half of the fair market value of the SkyVision. Payment shall be due ninety (90) days after the final date of termination unless the parties agree otherwise, or unless the Fair Board acts without delay to advertise and sell any part of the planetarium property, in which case, payment due with respect to such property shall be made as soon as possible after the sale of such property. All fair market values shall be determined as of the date of termination, or the date of sale, if applicable.

b) **Purchase by District.** If, following termination of this Agreement for any reason, the Fair Board decides to discontinue operation of a planetarium, the District shall have the first right to purchase all of the personal property originally conveyed to the Fair Board for the greater of \$1.00 or the amount paid as liquidated damages for such property hereunder. In addition, if the District agrees to use the SkyVision solely for educational purposes, the District shall have the right to purchase the SkyVision for one-half of its fair market value. All purchase rights shall be exercised by the District within ninety (90) days of the date on which the Fair Board formally decides to discontinue operation of the planetarium.

e) **Termination Prior to Commencement of Planetarium Operation.** Notwithstanding the foregoing provisions of this section, in the event that this Agreement is terminated prior to the construction, installation and commencement of operation of the Robin Jaqua Planetarium, or such other location as the parties may agree to, then all of the personal property conveyed by the District shall be reconveyed to the District, at the Fair Board's expense, free of any claim or interest by the Fair Board.

SECTION 8. Disputes. Any dispute between the parties that cannot be settled by the Policy Committee shall be referred to non-binding mediation, then to binding arbitration under the rules of the American Arbitration Association, as modified by Oregon statutory laws concerning arbitration between governmental units, *provided that*, neither party shall be required to arbitrate any dispute if all necessary parties cannot be joined in the arbitration.

SECTION 9. Indemnity and Liability Insurance. Each party agrees to indemnify and hold harmless the other, and its officers, agents and employees from any and all liability and expenses, including reasonable expenses incurred for attorneys fees in pre-litigation matters, in discovery, at trial and on appeal, arising as a result of the wrongful activities of the indemnifying party's agents, employees and officers performed pursuant to this Agreement, *provided that* nothing in this hold harmless provision shall be deemed to create a liability for either agency in excess of the Oregon Tort Claims Act.

Each agency agrees to procure and maintain general liability insurance, and name as an additional insured the other, in the following amounts:

Comprehensive General Liability Insurance shall cover personal injury and property damage. Coverage limits shall not be less than \$1,000,000. Combined Single Limit for each occurrence, if coverage has a general limit aggregate, shall be not less than \$1,000,000. Except for damages caused by the wrongful acts of the District's agents, officers and employees, the Fair Board shall be responsible for insuring against all premises liability claims.

SECTION 10. Limitation on Liability. Notwithstanding any other provision of this Agreement, neither party intends, by executing this Agreement or taking any action related to the subject matter of this Agreement, to create or assume any indebtedness or to create or assume any fixed obligation to expend moneys from sources other than those that are legally available and intended to be used for such obligation or expenditure. In addition, neither party intends to waive

any limitation on liability that such party may have under the Oregon constitution or the Oregon Tort Claims Act.

SECTION 11. Third-Party Beneficiaries. The District acknowledges and agrees that the Fair Board is an agency of Lane County. Except for the interest that Lane County may have in this Agreement, neither party intends to provide any enforceable right or benefit to any third party. This Agreement shall be construed to benefit only the District and the Fair Board.

SECTION 12. Amendment; Assignment. This Agreement may be amended at any time by an instrument of record executed by both of the parties. Neither party may assign any of its right or obligations under this Agreement without the express written consent of the other party, which consent may be withheld for any reason deemed necessary or convenient by the non-assigning party.

SECTION 13. Survival. All rights and obligations shall cease upon termination or expiration of this Agreement, except for the rights and obligations which, by their nature, are intended to be fulfilled beyond the terms of this Agreement, including, but not limited to, obligations of defense and indemnity.

SECTION 14. Notice. Except as otherwise specifically provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile or certified mail to the District or Fair Board at the address or number set forth for such party on the signature page of this Agreement, or to such other address or number as either party may hereafter indicate in a writing to the other. Any communication or notice transmitted by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. To be effective against the Fair Board, such facsimile transmission must be confirmed by telephone notice to the office of the Fairgrounds Director. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

SECTION 15. Severability. The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.

SECTION 16. Entire Agreement. This Agreement contains the entire agreement between the parties as of the date of its execution as to the matters addressed herein, but the parties acknowledge that this Agreement contemplates the development of other agreements and arrangements that will be developed by and between the parties and the benefactors of the Planetarium that may affect the manner of implementation of this Agreement. The Parties agree that no such agreement, arrangement or understanding will be effective to negate or modify the terms or legal effect of any provision of this Agreement, however, unless such arrangement, understanding or agreement is incorporated into a duly executed amendment to this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers as of the date set forth below.

LANE EDUCATION SERVICE DISTRICT
("District")

DATE: _____, 2001

By: _____
[Name, Title]

Address:

Phone: 541-

FAX: 541-

LANE COUNTY FAIR BOARD
("Fair Board")

DATE: _____, 2001

By: _____
Mike Gleason, Fairgrounds Director

Address: 796 W. 13th Ave
Eugene, Oregon 97402

Phone: 541-682-7341

FAX: 541-682-3614

PLEDGE AGREEMENT

PARTIES:

The parties to this Pledge Agreement are John E. Jaqua and Robin Jaqua, hereafter referred to collectively as "Donors"; and the Lane Education Foundation, a private, non-profit, public benefit corporation duly organized as a tax-exempt public benefit corporation for educational purposes, under IRC §501c(3), hereafter referred to as "the Foundation".

RECITALS:

1. The Foundation was initially organized by the Lane Education Service District (Lane ESD), a political subdivision of the State of Oregon charged with administration of rural Lane County, Oregon, schools, for the purpose of soliciting private funding to replace lost public monies from governmental sources within the State of Oregon. To that end, the Foundation assumed primary responsibility for soliciting funds necessary to maintain the operations of the Lane Planetarium, formerly a Lane ESD-operated facility located near Autzen Stadium in Eugene, Oregon.

2. The Foundation has solicited Donors for a contribution for capital expenditure to purchase for Planetarium operations a state-of-the-art hardware and software Planetarium equipment upgrade known under the copyrighted name "SkyVision", manufactured by Sky-Skan, Inc., of Nashua, New Hampshire. This system is defined generally as the six-channel high definition SkyVision system, the proposal for which has been conveyed to Donors by the Foundation, and its included hardware and software descriptions so provided are fully incorporated by this reference.

3. Donors have already contributed 3,600 Class B common shares of stock in the publicly traded corporation known as Nike, Inc., for a total of 7,200 shares of such stock, valued at the time of sale by the Foundation at \$47.3831 per share, for a total cash contribution of \$340,999.62. This value is being applied against a total sum of \$450,000, which Donors wish to contribute for purchase of the SkyVision system referred to above for the ultimate purpose of its installation in a dedicated new Planetarium facility, located adjacent to the Wheeler Pavilion on the Lane County Fairgrounds in Lane County, Oregon, as depicted generally in the site plan and drawings attached hereto as Exhibit "A", and

fully incorporated by this reference.

The ultimate placement of the SkyVision system in the new facility described in Exhibit "A" is a material inducement to this gift, and it is the express intention of the Donors that SkyVision shall be ultimately installed in the facility described in Exhibit "A" within three years of the date of execution of this Agreement by all the parties hereto.

4. The Foundation wishes to accept Donors' \$450,000 donation for the purposes set forth in this Agreement, and subject to all of the terms and conditions of this Agreement. By their signatures below, the authorized representatives of the Foundation hereby warrant and represent that the Foundation's Board of Directors has expressly authorized the Foundation to enter into this Agreement with Donors under the terms set forth herein.

5. The SkyVision system referred to above has been ordered by representatives of the Lane County Fair and the Lane Education Service District (Lane ESD), under terms and conditions which require delivery and installation of the SkyVision system in the current Planetarium facility, in fully operational condition, by October 4, 2001. The date for delivery, installation and operational readiness is a material inducement to this gift.

Donors understand and agree that pending completion of the construction described in Exhibit "A" within the three-year period set forth herein, the SkyVision system may be installed temporarily at the existing Planetarium facility operated by the Lane County Fair Board at Eugene, Lane County, Oregon, and upon installation, title to the SkyVision system shall be vested in the Foundation, subject to all the terms and provisions of this Agreement.

6. The Board of Commissioners of Lane County, Oregon, a political subdivision of the State of Oregon, has previously voted to loan the Lane County Fair, for the purposes of supplementing the existing operational budget of the Planetarium, the sum of \$330,000, by unsecured loan. Notwithstanding any terms or conditions of this loan from Lane County to the Lane County Fair to supplement the operating budget of the Planetarium, it is the express intention of the Donors that the construction of the Planetarium and learning center be in a form substantially similar to that set forth in the site plan attached hereto as Exhibit "A", within three years of the date of execution of this Pledge Agreement by all the parties hereto, and this time limitation is a

material inducement to the Donors' gift.

If at any time prior to completion of the construction described generally in Exhibit "A" it reasonably appears to the Donors that the construction described in Exhibit "A" is unlikely to go forward within the time and in a form substantially similar to the plans and specifications currently foreseen for construction, the SkyVision system may be removed by the Foundation to any other facility or location which, in the judgment of the Foundation, is best calculated to serve the exempt educational purposes of the Foundation at that time.

For the purposes of any proposed transfer of the SkyVision system to a facility other than that described in Exhibit "A", the Foundation agrees to accept as conclusive, binding and final the recommendation of the Donors or their designee for removal of the SkyVision system, provided the location designated is subject to control of a tax-exempt non-profit private or public benefit Foundation, or political subdivision of any state, provided public education is one of the authorized functions of the recipient of the SkyVision system.

The right of transfer referred to in this recital shall be irrevocably extinguished if the facility described in Exhibit "A" is constructed within the three-year time frame currently represented by the Foundation to the Donors, and in substantially similar design and construction as depicted in Exhibit "A".

In consideration of performance of the mutual promises and covenants set forth herein, and for other good and valuable consideration, receipt of which is hereby acknowledged by each of the parties, the parties enter into the following:

AGREEMENTS

1. Recitals Incorporated.

The parties agree to and incorporate by reference the "Recitals" set forth above.

2. Payment by Donors to the Foundation.

Donors agree to pay to the Foundation the sum of \$450,000 for the express purpose of purchase of the full-dome SkyVision system with nine inch CRT lens projectors, as described in detail in the

contract documents between the Lane County Fair Board, Lane ESD and Sky-Skan, Inc., of Nashua, New Hampshire.

3. Ownership and Title to the Property Purchased.

Upon delivery, ownership and title to all hardware and software purchased with the Donors' gift for the SkyVision system shall irrevocably vest in the Foundation. However, the Foundation shall convey title and ownership to the equipment so purchased to the Lane County Fair Board, a political subdivision of the State of Oregon, provided the equipment is installed in the construction on the Lane County Fairgrounds in Eugene, Lane County, Oregon, in the same or substantially similar configuration as depicted in Exhibit "A", attached hereto and fully incorporated by this reference, within three years of the date of execution of this Agreement by all the parties hereto.

4. Conditions Subsequent Limiting Foundation Right and Duty to Transfer Equipment to Fair Board.

a. Failure to Complete Construction Within Three Years.

At any time within three years of the date of execution of this Agreement by all the parties hereto, if it reasonably appears to the Donors that the construction described in Exhibit "A" will not be completed either within three years of the date of execution of this Agreement, or in the same or substantially similar final configuration as depicted in Exhibit "A" attached, then and in that event Donors or their designee shall have the right to designate to the Foundation any third party as a recipient of the SkyVision system, and require the Foundation to convey title, ownership and possession of the SkyVision system to that party, provided the party so designated is a publicly supported organization, a political subdivision of the State of Oregon, or other charitable organization described in each of IRS §§170(b)(1)(A) and 170^o and duly organized, operating and existing under IRC §501(c)(3).

b. Effect of Governmental Resolution Altering the Intent to Construct the Lane County Fair Planetarium Facility.

If at any time within three years from the date of execution of this Agreement, the Lane County Fair Board or Lane County, a political subdivision of the State of Oregon, takes any action demonstrating an intent by either body not to fully fund

development for timely completion of construction of the facility described in Exhibit "A" at the Lane County Fairgrounds as currently foreseen, then and in that event the Donors' right to designate an alternate beneficiary for receipt and installation of the SkyVision system may be invoked.

For the purposes of this paragraph 4, any reduction in Planetarium funding below current operating levels at any time within three years of the date of execution of this Agreement by all the parties hereto, shall be evidence of an intent by Lane County or the Lane County Fair Board not "...to fully fund development for timely completion...", referred to in this subparagraph 4b immediately above.

c. Limitation on Right to Remove Planetarium Equipment Pending Construction.

Subject to the provisions of paragraph 4a and 4b, the right of Donors to exercise their right of removal of the Planetarium equipment under the conditions set forth above shall not be otherwise invoked, as long as the existing Planetarium facility, with SkyVision fully installed and operational, is maintained on a full-time basis for the exempt educational purposes of the Lane Education Foundation at or above the current operating levels of the Planetarium.

If operational funding drops below current levels at any time, this right may, however, be invoked without further notice.

5. Donors' Intent to Charitable Contribution.

In making contributions to the Foundation in satisfaction of their obligation under this Pledge Agreement, Donors intend to obtain or make available the full benefit of any income, gift and estate tax deductions to which Donors or their respective estates may be entitled under IRC §§170, 2055 and 2522. Accordingly, the terms of this Pledge Agreement shall be interpreted and the Donors' contributions made pursuant hereto shall be administered, in a manner consistent with Donors' intent.

6. Effect of Third Party Agreements.

Donors and the Foundation understand that Lane County, Oregon, a political subdivision of the State of Oregon, and the Lane County

Fair Board, a political subdivision of Lane County, are currently negotiating an intergovernmental agreement in the manner prescribed by law, which deals in part with the rights and obligations of those two public bodies with respect to construction of the facility described in Exhibit "A" to this Agreement. Donors and the Foundation are not parties to that intergovernmental agreement, nor are the Lane County Fair Board, a political subdivision of Lane County, nor the Lane Education Service District, a political subdivision of the State of Oregon, parties to this Pledge Agreement.

However, to the extent consistent with the express terms, intentions and conditions of this Agreement, Donors and the Foundation intend to harmonize the donative intent of the Donors with any such governmental agreement, to the extent required or permitted by law.

Nothing in this paragraph, however, shall be construed or applied as a waiver of Donors or the Foundation to insist upon specific performance and strict enforcement of all the terms and provisions of this Pledge Agreement between Donors and the Foundation.

7. Creation of Foundation Subcommittee and Accounts for "Friends of the Planetarium".

The Foundation agrees that, upon execution of this Agreement by all the parties hereto, the Foundation shall accept all gifts of money or property from any donors, along with all subsequent gifts accepted by the Foundation from any donors for the purpose of construction of the Planetarium facility described in Exhibit "A" within three years of the date of this Agreement, under the Foundation's designated and lawfully existing assumed business name, "Friends of the Planetarium".

The Foundation irrevocably undertakes to accept all donations to "Friends of the Planetarium" from any donor, subject to gift acceptance policies established by the Foundation, whether by pledge agreement or otherwise, to the fullest extent allowed by law and consistent with the tax-exempt Foundation educational purposes.

The Foundation shall establish a separate Foundation account in the name of "Friends of the Planetarium" for this purpose, and by execution of this Agreement below, the Foundation represents this obligation has been fully performed on the date of execution

of this Agreement. The Foundation irrevocably undertakes to accept all donations to "Friends of the Planetarium" from any donor subject to any lawful condition subsequent or other restriction imposed by any such donor, whether by pledge agreement or otherwise, to the fullest extent allowed by law and consistent with the tax-exempt Foundation educational purposes.

8. No Additional Cost to Donors.

Upon payment by Donors to the Foundation of the sum of \$450,000 under the terms and conditions of this Agreement, Donors shall have no other or further liability to the Foundation or any third party for payment of any additional sums to accomplish the donative intent and purposes of this Pledge Agreement.

9. Naming Rights of New Facility.

The Foundation shall not transfer ownership or possession of the SkyVision system purchased with the donation which is the subject of this Agreement, to the Lane County Fair, unless any such conveyance by the Foundation, whether to the Lane County Fair or any other third party, expressly provides for the Planetarium building in which the SkyVision system is placed, to be officially named, in the manner permitted or required by law and in advance of actual physical transfer of SkyVision to the Planetarium building, "the Robin Jaqua Planetarium".

If for any reason the Planetarium building cannot be named "the Robin Jaqua Planetarium" as provided in this paragraph, then and in that event the Donors shall be entitled to designate an alternative recipient for the SkyVision system to the Foundation, and the rights and obligations of Donors and the Foundation for transfer of SkyVision to third parties, set forth in paragraph 4 of the Agreements above, may be exercised immediately.

10. Method of Appointing of Donors' Designee and Authority of Designee to Act on Behalf of Donors.

Donors may each individually, in their discretion, designate any legally competent natural or corporate person to act as their designee at any time, either verbally or in writing. Any verbal designation by Donors shall be confirmed by signed writing within a reasonable time to the Foundation, and the signed writing confirming any designee shall be deemed incorporated by reference

into this Pledge Agreement on receipt by the Foundation.

The right of designation by Donors set forth in this paragraph may be exercised by any personal representative or executor of the estate of either Donor in the same manner as set forth for Donors themselves in this paragraph.

Any designee of either Donor shall have the authority to continue to act on behalf of the Donors and their estates, as applicable, in accordance with the terms and provisions of this Pledge Agreement, and this right of designee to so act shall continue without interruption, should either Donor or both die before the rights and obligations under this Pledge Agreement are fully executed.

DATED this ____ day of _____, 2001.

John E. Jaqua, "Donor"

DATED this ____ day of _____, 2001.

Robin Jaqua, "Donor"

DATED this ____ day of _____, 2001.

Jeffrey H. Boiler
Secretary-Treasurer
Lane Education Foundation

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – July 10, 2001

- | | | |
|------------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, July 10, 2001, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Michelle Mantel, Sue Mathisen, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Laura Krenk</p> |
| | 1A | <p>Organization of the Board for 2001-02 includes election of officers.</p> <p>Election of Chair:
Chair pro-tem Don Kimball opening the floor for nominations for Board Chair for 2001-02</p> <p>Director Huebner nominated Joe Berney. Director Swanson nominated Jerry Miller. Director Duerst-Higgins moved that the nominations be closed and a vote be taken. Ballots were cast. There were two votes for Director Miller (Directors Swanson and Miller) and five votes for Director Berney (Directors Berney, Duerst-Higgins, Holman, Huebner, and Kimball). Director Berney received a majority of votes (five). Joe Berney was declared elected Chair of the Lane ESD Board for 2001-02
(ESD Resolution #01-001)</p> <p>Election of Vice-Chair:
Director Huebner nominated Jerry Miller as Vice-Chair. There being no other nominations, a unanimous ballot was cast to elect Jerry Miller. Jerry Miller was declared elected Vice-Chair of the Lane ESD Board of 2001-02.
(ESD Resolution #01-002)</p> |
| 3. Recognition of
Staff and/or Public | 3 | <p>There was no staff or public recognition.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.</p> <p>(1) Approve Board minutes of June 26, 2001
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting June 26, 2001, as submitted.</p> <p>(2) Adopt Policy Revisions and New Policies—Section J
New and revised policies in Section J were submitted for a first reading at the May Board meeting.
BE IT RESOLVED that the Board of Directors of Lane ESD adopts new and revised policies as recommended by the OSBA policy audit:</p> |

- JA/JAA—Student Policies, Goals and Objectives
- JB—Equal Educational Opportunity
- *(stricken)* JBA/JFCF—Harassment of Students
- *(stricken)* JBA-AR—Reporting and Investigating Harassment (Students)
- JBA/GBN—Sexual Harassment **(New)**
- JBA/GBN-AR—Sexual Harassment Complaint Procedure **(New)**
- JE—Attendance
- JEA—Compulsory Attendance
- JEA-AR—Lane ESD Attendance/Tuancy Program
- JEC—School Admissions
- JECAC/GBH—Staff/Student/Parent Relations (Records/Visitations/Medical Issues)
- JED—Student Absences and Excuses
- *(stricken)* JED-AR—Student Absences and Excuses
- JEDA—Truancy
- JEDB—Student Dismissal Precautions
- JEE—Student Attendance Accounting
- JEFA—Closed Campus
- JF/JFA—Student Rights and Responsibilities
- JFC—Student Conduct
- JFCA—Student Dress and Grooming
- JFCB—Care of Property by Students
- JFCC—Student Conduct on School Vehicles
- *(stricken)* JFCEA—Gang Activity
- JFCE/JFCEA—Secret Societies/Gang Activity
- JFCF/GBNA—Hazing/Harassment/Intimidation/Menacing **(New)**
- JFCF/GBNA-AR—Hazing/Harassment/Intimidation/Menacing Complaint Procedures **(New)**
- JFCG—Student Use of Tobacco
- JFCG-AR—Student Use of Tobacco
- *(stricken)* JFCH/JFCI—Possession or Use of Alcohol or Other Illegal Drugs (Students)
- JFCI—Alcohol/Substance/Drug Abuse **(New)**
- *(stricken)* JFCJ—Weapons in the District
- JFCJ—Weapons **(New)**
- JFCM—Threats of Violence
- JFD—Students of Legal Age
- *(stricken)* JFG—Investigations and Searches
- JFG—Student Searches **(New)**
- JFG-AR—Student Searches **(New)**
- JFH—Student Complaints **(New)**
- JG—Student Discipline **(New)**
- JGA—Corporal Punishment
- *(stricken)* JGA-AR—Corporal Punishment
- JGB—Detention of Students
- JGD—Suspension **(New)**
- JGDA/JGEA—Discipline of Disabled Students
- JGDA/JGEA-AR—Special Education – Discipline
- JHC—Student Health Services and Requirements
- JHCA/JHCB—Immunizations and Health Examinations
- JHCC—Communicable Disease
- JHCCA—Students – HIV and HBV
- JHCCB—Students – HIV, AIDS
- *(stricken)* JHCCA/JHCCB-AR—Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) or Hepatitis B
- JHCC/GBEB-AR—Communicable Diseases **(New)**
- JHCCBA/EBBAB/GBEBAA—Bloodborne Pathogens
- JHCCBA/EBBAB/GBEBAA-AR—Bloodborne Pathogen Exposure Control Plan

- JHCCC/EBBAA/GBEBC—Infection Control – HIV, AIDS, HBV
- JHCCD/GBEBD—HIV, AIDS and HBV Rumor Control – Students
- JHCCE/KBCAA/GBEBE—News/Media – HIV, AIDS or HBV
- JHCD—Administering Noninjectable Medicines to Students
- JHCD-AR—Administering Noninjectable Medicines to Students
- JHCDA—Administering Injectable Medicines to Students (**New**)
- JHF—Student Safety
- JHFA—Supervision of Students
- JHFCA—Student Skateboard/Rollerblade/Scooter Use (**New**) (“including motorized types” will be inserted after “or similar devices” in line2)
- JHFE—Reporting of Suspected Child Abuse
- JHFE-AR—Child Abuse Reporting Procedures
- JM—Student-Staff Relations
- JO—Education Records
- JO-AR—Education Records Management
- JOA—Directory Information
- JOA-AR—Lane Education Service District Publicity Release
- JOB—Personally Identifiable Information
- (*stricken*) JOC—Legal Names of Students
- JOD—Media Access to Students

(3) Approve Administrator Evaluation Program

The Administrator Evaluation Program was submitted at the May Board meeting for a first reading.

BE IT RESOLVED that the Board of Directors of Lane ESD approves the Administrator Evaluation Program as submitted.

(4) Approve Routine Fiscal Designations

BE IT RESOLVED that the board of Directors hereby designates J. Michael Vermillion as Clerk of the District and Custodian of Funds for the Fiscal Year 2001-02 in accordance with ORS 334.225.

BE IT RESOLVED that the Board of Directors of Lane ESD appoints Kent Stephens as Budget Officer for the District for Fiscal Year 2001-02, in accordance with ORS 294.331.

BE IT RESOLVED that the Board of Directors of Lane ESD designates J. Michael Vermillion 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 and return information pertaining to the Lane Education Service District (#93-6010866) and 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 J. Michael Vermillion, and Kent Stephens as signatory for all district financial accounts for Fiscal Year 2001-02.

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Clerk's Bonds for J. Michael Vermillion for the face amount of \$100,000; and for Kent Stephens for the face amount of \$100,000.

BE IT RESOLVED that the Board of Directors of Lane ESD designates the following financial institution as official depositories for District funds during the 2001-02 Fiscal Year: United States National Bank, 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).

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Superintendent J. Michael Vermillion 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 Pool:

- J. Michael Vermillion, Pam Bonebright, David Standridge, and Kent Stephens.

(5) Approve Official Designations

- Legal Counsel — Joe Richards of Luvaas, Cobb, Richards & Fraser
- Auditors — Jones and Roth, P.C.
- Newspaper — Register Guard

BE IT RESOLVED that the Board of Directors of Lane ESD approves the official designations for the 2001-02 year, as presented.

(6) Approve 2001-02 Board Meeting Dates

BE IT RESOLVED that the Board of Directors of Lane ESD approves the 2001-02 Board meeting dates as submitted:

- August 28, 2001
- September 25, 2001
- October 23, 2001
- December 11, 2001
- January 22, 2002
- February 26, 2002
- March 19, 2002
- April 23, 2002
- May 28, 2002
- June 25, 2002

DIRECTOR DUERST-HIGGINS 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 BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution #01-003)**

6. Discussion/
Reports

6A There were no items for discussion.

7. Superintendent's
Report

7A The superintendent requested Board member thoughts regarding reports to the Board for the coming year. Input included: Reports should be concise with separate work sessions for projects that need more time for presentation and discussion; reports should identify strengths/weakness of the program; direction of subject program; and reports on new programs.

Superintendent Vermillion requested that the Board set a time to meet in September, either prior to the September 25 meeting or on a separate date in September, to set goals for the superintendent.

8. Information from
Administrative Staff

8 Assistant superintendent Carol Knobbe announced that special education program manager Sue Mathisen has been selected as the new director of special education.

Curriculum and teaching support services director Eileen Palmer commented that she, Superintendent Vermillion and attorney Joe Richards will be working on fine tuning the Planetarium intergovernmental agreement between the fairgrounds and Lane ESD. A final agreement should be ready to submit to the Board for approval at the August 28 meeting. Superintendent Vermillion addressed issues raised previously by the Board:

The donated telescope will be excluded from the agreement; an appropriate form of recognition should be developed for patrons who have previously donated funds and equipment to the planetarium; existing planetarium equipment should be deeded to the fair board with a timeline for splitting assets (about \$600,000) should the planetarium dissolve.

9. Board Member
Presentations and
Comments

9A Committee and Liaison Reports:

LCOG—Director Miller commented that Lane ESD will be the featured organization in the upcoming issue of the LCOG newsletter, "Regional Focus".

OSBA—Director Duerst-Higgins recently attended the NSBA western regional meeting in Salt Lake City. A session regarding using data to communicate with patrons was particularly interesting.

10. Announcement/
Correspondence

10 Board members were reminded of the AESA National Conference in Atlanta November 28 to December 1.

11. Public
Participation

11 There was no public participation.

12. Adjournment

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

The next meeting of the Lane ESD Board of Directors will be on Tuesday, August 28, 2001, beginning at 7:00 p.m., at the ESD Center Building

Minutes approved:

8-28-01
(date) BJM *BJM*

Attachments to official
minutes:

None

Joe Berney

Joe Berney, Chairperson

J. Michael Vermillion

Mike Vermillion, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – June 26, 2001

- | | | |
|------------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, June 26, 2001, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Kent Stephens, Michelle Mantel, Eileen Palmer, Carol Wiggins, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Linda Schoenfeld and Frank Landrum</p> |
| 2. Budget Hearing | 2 | <p>Chair Kimball opened the hearing on the 2001-02 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. Superintendent Vermillion noted that the additional Life Skills classroom will not require changes to the submitted budget. Chair Kimball declared the budget hearing closed.</p> |
| 3. Recognition of
Staff and/or Public | 3 | <p>There was no staff or public recognition.</p> |
| 4. Introduction of
Guests | 4 | <p>No guests were present.</p> |
| 5. Public Participation | 5 | <p>There was no public participation.</p> |
| 6. Action Items | 6A | <p>Adopt Budget
DIRECTOR HOLMAN MOVED: BE IT RESOLVED that the Board of Directors for Lane Education Service District hereby adopts the budget for the 2001-2002 fiscal year in the total sum of \$35,714,404 (aggregate sum of budget requirements for all funds) now on file at the Office of the Superintendent. Director Miller seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER AND SWANSON VOTING YES.
(ESD Resolution 00-038)</p> <p>Appropriate Budget
DIRECTOR MILLER MOVED: BE IT RESOLVED that for the fiscal year beginning July 1, 2001, the amounts listed on the attached appropriations memo are hereby appropriated for the purposes as indicated within the funds listed (official attachment). Director Holman seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER AND SWANSON VOTING YES.
(ESD Resolution 00-039)</p> <p>Levy Taxes
DIRECTOR DUERST-HIGGINS MOVED: 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 \$.2232 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized for tax year 2001-2002 upon the assessed</p> |

value of all taxable property within the district. Director Swanson seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER AND SWANSON VOTING YES.** (ESD Resolution 00-040)

	Subject to Education Limitation	Excluded from Limitation
GENERAL FUND	\$.2232/1,000	\$0

6B The following action items were included in the Consent Agenda approval:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.

(1) Approve Board minutes of May 22, 2001

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting May 22, 2001, as submitted.

(2) Accept monthly Human Resources Report and approve personnel recommendations:

- Aggie Picard-Autism/Life Skills Consultant-Resignation, 6/15/01
- Jeanne Mallchok-Adaptive PE Teacher-Retirement, 6/15/01
- Steven Jonas-Life Skills Teacher-Resignation, 6/15/-01
- Marietta vanEekeren-Autism Consultant-Resignation, 6/15/01
- Wendy Kenyon-Lane School Teacher-Medical Leave, 2/24/01
- Catherine Marrone-Thompson-School Psychologist-Hired effective 8/29/01

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated June 18, 2001.

(3) Approve Special Education Calendars

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the special education school calendars as submitted.

(4) Approve Board Meeting Date—July 10, 2001

BE IT RESOLVED that the Board of Directors of Lane ESD organizational meeting be set for Tuesday, July 10, 2001.

(5) Approve Grants/Contracts Awarded and Authorize Receipt of Funds

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Grants/Contracts Awarded report dated June 1, 2001, and authorizes receipt of funds.

(6) Approve Closure of Planetarium Enterprise Fund

The Lane County Fairgrounds is now paying for all planetarium operating costs. Since this responsibility has shifted from Lane ESD, and no future activity is budgeted or anticipated, it is recommended that we close the Planetarium Fund (Fund 588). Normally when this occurs, the equity fund balance is shifted to the General Fund. Since the Planetarium Fund has a negative balance of about \$35,000, the General Fund will be used to close Fund 588 with a zero balance (the General Fund will be reduced by about \$35,000).

BE IT RESOLVED that the Board of Directors of Lane ESD approves the closure of the Planetarium Enterprise Fund (Fund #588) and transfers the equity balance of the fund to the General Fund.

(7) Adopt Policy Revisions for Policy DID—Property Records and Inventory

Policy DID was submitted for a second reading and Board adoption.

BE IT RESOLVED that the Board of Directors of Lane ESD adopts revisions to Policy DID—Property Records and Inventory

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Holman seconded and **the MOTION CARRIED WITH DIRECTORS DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER AND SWANSON VOTING YES.** (ESD Resolution # 00-041)

- 6C Adopt Policy Revisions—Section I
Section I policy revisions were submitted for a second reading.
DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts policy revisions as recommended by the OSBA policy audit:

- IB—Freedom of Expression
- IC/ICA/ID—Instructional Day/Year/Calendar
- IF—Instructional Program Development
- IFA—Instructional Research
- IFB—Pilot Projects
- IFE—Curriculum Guides and Course Outlines
- IGAEA—HIV, AIDS and HBV Health Education
- IGBA—Students with Disabilities
- IGBAJ—Special Education – Free Appropriate Public Education
- IGBAK—Special Education – Public Availability of State Application
- IGDF—Student Fund-Raising Activities
- IIA—Instructional Resources/Instructional Materials
- IIABB—Use of Feature Films/Videos
- IIAD—Special Interest Materials
- IIBGA—LaneNet Services
- IIC/IICA—Off-Campus Student Activities/Field Trips
- IICC—Volunteers
- IKAB—Student Progress Reports to Parents
- IM—Evaluation of Instructional Programs
- IMA—Program Service Evaluation/Program Renewal
- IMAA—Resolution Services
- INB—Studying Controversial Issues
- INC—Guest Speakers

Director Holman seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER AND SWANSON VOTING YES. (ESD Resolution # 00-042)**

- 6D Adopt New Policies Section I
New policies in Section I were submitted for a second reading.
DIRECTOR HOLMAN MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts new policies as recommended by the OSBA policy audit:

- IFD—Curriculum Adoption
- IGAC—Teaching About Religion
- IGACA—Recognition of Religious Beliefs and Customs
- IGAEB—Drug and Alcohol Prevention, Health Education
- IGBAB—Records of Students with Disabilities
- IGBAC—Special Education – Personnel Development
- IGBAE—Special Education – Participation in Regular Education Programs
- IGBAF—Special Education – Individualized Education Program (IEP)
- IGBAG—Special Education – Procedural Safeguards
- IGBAH—Special Education – Evaluation Procedures
- IGBAL—Special Education – Services for Home-Schooled Students with Disabilities
- IGBHD—Program Exemptions
- IGBI—Second Language
- IICB—Community Resource Persons

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER AND SWANSON VOTING YES. (ESD Resolution # 00-043)**

- 6E Approve Assistant Superintendent Salary for 2001-02
In March, the ESD Board approved a new organizational chart to become effective on July 1, 2001. The new organization identifies an assistant superintendent position. Carol Knobbe will assume that position on July 1.

The ESD contracted with Minnie Richards of Leadership Services, Inc. to study and recommend a salary for the position in line with the Board's target to have compensation for all ESD positions at the 50th percentile of the comparison districts used in her previous study.

Ms. Richards recommends a salary of \$88,175 for the assistant superintendent, effective July 1, 2001. The TSA for Ms. Knobbe will remain at \$250 per month.

DIRECTOR DUERST HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the 2001-02 salary for the assistant superintendent in the amount of \$88,175, and a monthly TSA contribution of \$250. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER AND SWANSON VOTING YES. (ESD Resolution # 00-0044)**

- 6F Authorize General Fund Appropriation (official attachment)
Board authorization was requested for an appropriation transfer of \$150,000 from the Contingency Category to the Transfer of Funds Category. The purpose of the appropriation transfer is to fund several capital improvement projects that have been planning during the current year, but not yet completed. Also, due to higher than expected in-direct cost revenue, it is necessary to increase the transfer of funds from the General Fund to the Grants Assistance Program Fund.

DIRECTOR DUERST HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a 2000-01 General Fund appropriation transfer of \$150,000 from the Contingency Category to the Transfer of Funds Category. Director Swanson seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER AND SWANSON VOTING YES. (ESD Resolution # 00-0045)**

7. Discussion/ Reports

- 7A Review 2001-02 Board Meeting Calendar
The following dates were proposed for the regular Board meeting dates for the Lane ESD Board of Directors. Exceptions to the fourth Tuesday are December 11 (combined November-December meeting) and March 19 (the week prior to spring break). Recommended dates are: August 28, 2001; September 25, 2001; October 23, 2001; December 11, 2001; January 22, 2002; February 26, 2002; March 19, 2002; April 23, 2002; May 28, 2002; June 25, 2002.
- 7B First Reading—Policy Revisions and New Policies—Section J
- JA/JAA—Student Policies, Goals and Objectives
 - JB—Equal Educational Opportunity
 - *(stricken) JBA/JFCF—Harassment of Students*
 - *(stricken) JBA-AR—Reporting and Investigating Harassment (Students)*
 - JBA/GBN—Sexual Harassment **(New)**
 - JBA/GBN-AR—Sexual Harassment Complaint Procedure **(New)**
 - JE—Attendance
 - JEA—Compulsory Attendance
 - JEA-AR—Lane ESD Attendance/Tuancy Program
 - JEC—School Admissions
 - JECAC/GBH—Staff/Student/Parent Relations (Records/Visitations/ Medical Issues)
 - JED—Student Absences and Excuses
 - *(stricken) JED-AR—Student Absences and Excuses*

- JEDA—Truancy
- JEDB—Student Dismissal Precautions
- JEE—Student Attendance Accounting
- JEFA—Closed Campus
- JF/JFA—Student Rights and Responsibilities
- JFC—Student Conduct
- JFCA—Student Dress and Grooming
- JFCB—Care of Property by Students
- JFCC—Student Conduct on School Vehicles
- ~~(stricken)~~ JFCEA—Gang Activity
- JFCE/JFCEA—Secret Societies/Gang Activity
- JFCF/GBNA—Hazing/Harassment/Intimidation/Menacing **(New)**
- JFCF/GBNA-AR—Hazing/Harassment/Intimidation/Menacing Complaint Procedures **(New)**
- JFCG—Student Use of Tobacco
- JFCG-AR—Student Use of Tobacco
- ~~(stricken)~~ JFCH/JFCI—Possession or Use of Alcohol or Other Illegal Drugs (Students)
- JFCI—Alcohol/Substance/Drug Abuse **(New)**
- ~~(stricken)~~ JFCJ—Weapons in the District
- JFCJ—Weapons **(New)**
- JFCM—Threats of Violence
- JFD—Students of Legal Age
- ~~(stricken)~~ JFG—Investigations and Searches
- JFG—Student Searches **(New)**
- JFG-AR—Student Searches **(New)**
- JFH—Student Complaints **(New)**
- JG—Student Discipline **(New)**
- JGA—Corporal Punishment
- ~~(stricken)~~ JGA-AR—Corporal Punishment
- JGB—Detention of Students
- JGD—Suspension **(New)**
- JGDA/JGEA—Discipline of Disabled Students
- JGDA/JGEA-AR—Special Education – Discipline
- JHC—Student Health Services and Requirements
- JHCA/JHCB—Immunizations and Health Examinations
- JHCC—Communicable Disease
- JHCCA—Students – HIV and HBV
- JHCCB—Students – HIV, AIDS
- ~~(stricken)~~ JHCCA/JHCCB-AR—Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) or Hepatitis B
- JHCC/GBEB-AR—Communicable Diseases **(New)**
- JHCCBA/EBBAB/GBEBAA—Bloodborne Pathogens
- JHCCBA/EBBAB/GBEBAA-AR—Bloodborne Pathogen Exposure Control Plan
- JHCCC/EBBAA/GBEBC—Infection Control – HIV, AIDS, HBV
- JHCCD/GBEBD—HIV, AIDS and HBV Rumor Control – Students
- JHCCE/KBCAA/GBEBE—News/Media – HIV, AIDS or HBV
- JHCD—Administering Noninjectable Medicines to Students
- JHCD-AR—Administering Noninjectable Medicines to Students
- JHCDA—Administering Injectable Medicines to Students **(New)**
- JHF—Student Safety
- JHFA—Supervision of Students
- JHFCA—Student Skateboard/Rollerblade/Scooter Use **(New)** (“including motorized types” will be inserted after “or similar devices” in line2)
- JHFE—Reporting of Suspected Child Abuse
- JHFE-AR—Child Abuse Reporting Procedures
- JM—Student-Staff Relations
- JO—Education Records

- JO-AR—Education Records Management
- JOA—Directory Information
- JOA-AR—Lane Education Service District Publicity Release
- JOB—Personally Identifiable Information
- (~~stricken~~) JOC—Legal Names of Students
- JOD—Media Access to Students

- 7C First Reading—Administrator Evaluation Program
A copy of the Administrative Employee Evaluation Program was reviewed. Bill Maier has worked with administrative staff members in developing this evaluation program. All administrative staff members have had the opportunity to review and comment on the document. No comment was offered.
- 7E Intergovernmental Agreement with Lane County Fair Board
The latest draft (official attachment) of the intergovernmental agreement between Lane ESD and the Fair Board was reviewed by Eileen Palmer. Lane ESD attorney Joe Richards has reviewed the document, and it is nearing final form. If Board members have comments, please contact Eileen by Friday. There will be a meeting of the County Commissioners July 10 at 11:30 to discuss a hotel tax to fund construction of the Learning Center.
- The Board requested that Ms. Palmer verify what would happen to donated equipment, specifically the telescope, if the Planetarium were to close in the future.
- 7F Children's Internet Protection Act (official attachment)
The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. Under CIPA, no school or library may receive discounts unless it certifies that it is enforcing a policy of internet safety that includes the use of filtering or blocking technology. Lane ESD is taking the following steps to ensure CIPA compliance:
- Testing of an Internet filtering system know as Squidguard. When testing is completed, the filtering system will be installed for Lane ESD and offered to districts within Lane County.
 - An Internet Safety Policy is currently being developed. Lane ESD is working with OSBA in the policy development. In order for Lane ESD to receive E-rate funding, a policy must receive Board approval by October 28, 2001,
- 8A Financial Report
Director of fiscal services Kent Stephens reviewed the financial report for May 2001.
- 8B Legislative Update
Senate Bill 260-7, the ESD funding measure, has been approved by the House of Representatives and is on it's way to the Governor's office for signature.
- 9 Carol Knobbe reported that human resources is working on alternative processes to fill the numerous special education vacancies.
- Technology/learning support services director Michelle Mantel reported that the Board will receive a recommendation regarding a distance learning program after January 31, 2002.
- 10 Committee and Liaison Reports:
Social services advisor Pat Rogers reported that the new director of the Juvenile Justice Center is Lisa Smith who will be arriving in August.

8. Superintendent's Report

9. Information from Administrative Staff

10. Board Member Presentations and Comments

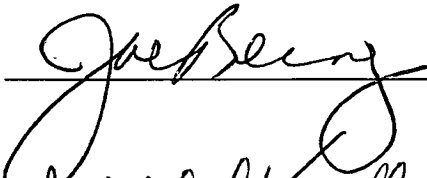

- | | | |
|-------------------------------------|----|----------------------------------------------------------------------------------------------------------------------|
| 11. Announcement/
Correspondence | 11 | Board members were asked to consider attending the AESA Conference November 28 through December 1, 2001, in Atlanta. |
| 12. Public
Participation | 12 | There was no public participation. |
| 13. Adjournment | 13 | The meeting was adjourned at 8:17 p.m. |
- The next meeting of the Lane ESD Board of Directors will be on Tuesday, July 10, 2001, beginning at 7:00 p.m., at the ESD Center Building

Minutes approved:

7-10-01 BM
(date) BJM

Attachments to official minutes:

1. 2001-02 Budget Actions
2. General Fund Appropriation
3. Children's Internet Protection Act
Information

 _____ Chairperson	 _____ Mike Vermillion, Superintendent-Clerk
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June 26, 2001

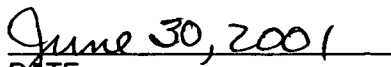
RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors for Lane Education Service District hereby adopts the budget for the 2001-2002 fiscal year in the total sum of \$35,714,404* now on file at the Office of the Superintendent.

* Aggregate sum of budget requirements for all funds.



CHAIRPERSON



DATE

June 26, 2001

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that for the fiscal year beginning July 1, 2001, the amounts shown below are hereby appropriated for the purposes indicated within the funds listed:

GENERAL FUND

1000 INSTRUCTION	\$ 5,873,182
2000 SUPPORT SERVICES	6,555,925
5200 TRANSFERS OF FUNDS	218,000
6000 CONTINGENCIES	324,393
TOTAL GENERAL FUND	\$12,971,500

SPECIAL REVENUE FUND

1000 INSTRUCTION	\$ 8,545,648
2000 SUPPORT SERVICES	8,299,188
5200 TRANSFERS OF FUNDS	150,000
TOTAL SPECIAL REVENUE FUND	\$16,994,836

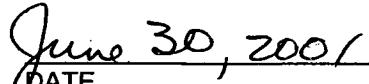
ENTERPRISE FUND

2000 SUPPORT SERVICES	\$ 2,393,479
5100 DEBT SERVICE	52,000
5200 TRANSFERS OF FUNDS	160,000
6000 CONTINGENCIES	112,208
TOTAL ENTERPRISE FUND	\$ 2,717,687

INTERNAL SERVICE FUND

1000 INSTRUCTION	\$ 170,201
2000 SUPPORT SERVICES	572,180
TOTAL INTERNAL SERVICE FUND	\$ 742,381


CHAIRPERSON


DATE

Note: Does not include \$2,288,000 in unappropriated funds (all in General Fund).

June 26, 2001

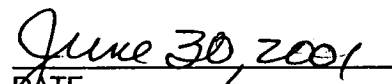
RESOLUTION IMPOSING AND CATEGORIZING TAXES

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 \$.2232 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized for tax year 2001-2002 upon the assessed value of all taxable property within the district.

	Subject to Education Limitation	Excluded from Limitation
GENERAL FUND	\$.2232/1,000	\$0



CHAIRPERSON



DATE

RESOLUTION AUTHORIZING GENERAL FUND APPROPRIATION TRANSFER

BE IT RESOLVED that the Board of Directors for Lane Education Service District hereby authorizes a 2000-2001 General Fund appropriation transfer of \$150,000 from the Contingency Category to the Transfer of Funds Category. The purpose of the appropriation transfer is to fund several capital improvement projects that have been planned during the current year, but not yet completed. Also, due to higher than expected in-direct cost revenue, it is necessary to increase the transfer of funds from the General Fund to the Grant Assistance Program Fund.

General Fund Appropriation Transfer

FROM	Existing	Change	Adjusted
Contingency	\$672,979	(\$150,000)	\$522,979
TO			
Transfers of Funds	\$401,000	\$150,000	\$551,000

Projects:

Estimated Cost:

Increase transfer to GAP	\$40,000
Vent and duct cleaning	\$60,000
Voicemail system replacement	\$25,000
Lane School security system	\$10,000
Lane School structural repair	\$15,000

CHAIRPERSON

DATE

**Children's Internet Protection Act
Lane ESD Board Meeting
June 26, 2001**

For Lane ESD to be eligible for E-Rate funding for Year 4 (2001/02) the Children's Internet Protection Act must be a topic of discussion at a Lane ESD Board Meeting.

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. Under CIPA, no school or library may receive discounts unless it certifies that it is enforcing a policy of Internet Safety that includes the use of filtering or blocking technology.

Lane ESD is taking the following steps to ensure CIPA compliance:

Technology Protection Measure

Lane ESD is currently testing an Internet filtering system known as Squidguard. The filtering system was discussed with the technology representatives from the school districts within Lane County at the Lane County Technical Advisory Committee meeting on May 21, 2001. Several districts expressed interest in working with the ESD on Internet filtering. Once the testing is successfully completed, the filtering system will be installed for Lane ESD and offered to districts within Lane County.

Internet Safety Policy

An Internet Safety Policy is currently under development. We have sought advice on the policy from Oregon School Boards Association (OSBA). At the last OPEN Technical Meeting on June 8, 2001, an OSBA representative stated that the proposed policy has not been completed.

When the OSBA policy is complete we plan to review the policy, update it if necessary to meet Lane ESD's specific requirements, and have the policy approved by the Board.

To receive E-Rate funding for Year 4 the policy must be approved by October 28, 2001.

RESOLUTION AUTHORIZING GENERAL FUND APPROPRIATION TRANSFER

BE IT RESOLVED that the Board of Directors for Lane Education Service District hereby authorizes a 2000-2001 General Fund appropriation transfer of \$150,000 from the Contingency Category to the Transfer of Funds Category. The purpose of the appropriation transfer is to fund several capital improvement projects that have been planned during the current year, but not yet completed. Also, due to higher than expected in-direct cost revenue, it is necessary to increase the transfer of funds from the General Fund to the Grant Assistance Program Fund.

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Lane School structural repair	\$15,000


CHAIRPERSON


DATE

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – May 22, 2001

- | | | |
|------------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, May 22, 2001, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson; advisory member Chuck Forster. Administrative staff members present were Superintendent Mike Vermillion, Kent Stephens, Carol Knobbe, Eileen Palmer, Carol Wiggins and Barbara McBurnett, recording secretary.</p> <p>Others attending were: John Young, Gary Ross, Frank Landrum, Laura Krenk, Lynn Lary, Paul Weill, Lynda Harris,</p> |
| 2. Recognition of
Staff and/or Public | 2 | <p>There was no staff or public recognition.</p> |
| 3. Introduction of
Guests | 3 | <p>Superintendent Vermillion introduced Gary Ross. Lane ESD has hired Gary to replace retiring Frank Landrum as media services manager effective July 1, 2001.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.</p> <p>(1) Approve Board minutes of April 24, 2001
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting April 24, 2001, as submitted.</p> <p>(2) Approve Budget Committee minutes of May 8, 2001
BE IT RESOLVED that the Board of Directors of Lane ESD approves the Budget Committee minutes of its meeting May 8, 2001, as submitted.</p> <p>(3) Accept monthly Human Resources Report and approve personnel recommendations
Appointment: Todd Knutson, School Psychologist, 8/1/01
Resignations: Karen Shipley, School Psychologist, 6/15/01
Thomas Lonergan, Life Skills Teacher, 6/15/01
Susannah Evertt, School Psychologist, 6/1/01</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated May 15, 2001.</p> <p>DIRECTOR DUERST-HIGGINS 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 BERNEY, DUERST-HIGGINS, HUEBNER, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 00-034)</p> |

- 5B Approve Cooperative Purchasing Bid Awards
A tabulation of cooperative purchasing bids is an official attachment to these minutes. The process for developing these recommendations is the same as used in the past. Committees representing the participants who ultimately use these products have met and reviewed the bids and samples received. The recommended product and vendor is, in most cases, the lowest bid for an items that meets our specifications, taking into account item group bids or minimum dollar orders. The dollar amount is up \$90,000 from last year since Jackson ESD returned to the consortium.

DIRECTOR HOLMAN MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves cooperative purchasing bids as recommended by the selection committees. A copy of the bid summary will be attached to the official copy of the minutes of this meeting. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 00-035)**

- 5C Approve Social Services Advisory Board Member Designation
DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the reappointment of Patricia Rogers as the social services advisory board member for a two-year term beginning July 1, 2001. Director Holman seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 00-036)**

- 5D Superintendent Vermillion recommended that approval of a resolution that would allow Lane ESD to make an advance payment to the Lane Education Foundation for the down payment of the Skyvision equipment for the Planetarium. The Jaqua family, who has committed in writing to fully purchase the Skyvision equipment for an amount up to \$450,000, will reimburse Lane ESD interest-free by June 30, 2001.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the superintendent to make an advance payment of \$90,000 from Lane ESD to Lane Education Foundation for down payment of Skyvision equipment, which will be repaid interest-free to Lane ESD by June 30, 2001. Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 00-037)**

6. Discussion/
Reports

- 6A Technology Literacy Challenge Fund Grant Reports
Instructional technology specialist Lynn Lary shared outcomes of the Technology Literacy Challenge Fund grant. This grant has served just over 100 teachers from eight participating school districts. Participating Lane County School Districts in the \$209,000 consortium grant are Bethel, Crow-Applegate-Lorane, Eugene, Lowell, Mapleton, Marcola, Pleasant Hill, and Springfield. Teams from participating schools developed units that integrated technology into math and reading instruction. Lynn used wireless computer technology to share video images with the Board. More information about the project is available at the Lane ESD website:
www.lane.k12.or.us/insttech/tlcf/index.htm

- 6B First Reading—Revision of Policy DID, Property Records and Inventory
The Oregon Department of Education has strongly recommended that all Oregon school and education service districts establish a capitalization level of \$5,000. Capital items are those recognized as fixed assets. This change will allow our district to comply with the new auditing and reporting requirements of GASB 34 (Governmental Accounting Standards Board). This recommendation has been discussed with our district auditors and they strongly support the proposed change. We will continue to tag and track "theft sensitive" items that may cost less than \$5,000. Policy DID is attached with recommended changes.

6C Revisions of Policies in Section I—Instruction

OSBA policy specialist John Young presented information about the review of Lane ESD policies and administrative rules which is progressing. Review of the policy book is needed to assure legal citations are updated, cross references are in place, and for consistencies in language.

The revisions of policies in Section I—Instruction were sent to the Board in advance of the board packet to allow additional review time for the first reading. Recommended revisions are:

- IB—Freedom of Expression
- IC/ICA/ID—Instructional Day/Year/Calendar
- IF—Instructional Program Development
- IFA—Instructional Research
- IFB—Pilot Projects
- IFE—Curriculum Guides and Course Outlines
- IGAEA—HIV, AIDS and HBV Health Education
- IGBA—Students with Disabilities
- IGBAJ—Special Education – Free Appropriate Public Education
- IGBAK—Special Education – Public Availability of State Application
- IGDF—Student Fund-Raising Activities
- IIA—Instructional Resources/Instructional Materials
- IIABB—Use of Feature Films/Videos
- IIAD—Special Interest Materials
- IIBGA—LaneNet Services
- IIC/IICA—Off-Campus Student Activities/Field Trips
- IICC—Volunteers
- IKAB—Student Progress Reports to Parents
- IM—Evaluation of Instructional Programs
- IMA—Program Service Evaluation/Program Renewal
- IMAA—Resolution Services
- INB—Studying Controversial Issues
- INC—Guest Speakers

6D New Policies in Section I—Instruction

As recommended in the OSBA policy audit, the following policies were added to Section I—Instruction, and submitted for a first reading. (These were included in the earlier mailing to allow additional review time.)

- IFD—Curriculum Adoption
- IGAC—Teaching About Religion
- IGACA—Recognition of Religious Beliefs and Customs
- IGAEB—Drug and Alcohol Prevention, Health Education
- IGBAB—Records of Students with Disabilities
- IGBAC—Special Education – Personnel Development
- IGBAE—Special Education – Participation in Regular Education Programs
- IGBAF—Special Education – Individualized Education Program (IEP)
- IGBAG—Special Education – Procedural Safeguards
- IGBAH—Special Education – Evaluation Procedures
- IGBAL—Special Education – Services for Home-Schooled Students with Disabilities
- IGBHD—Program Exemptions
- IGBI—Second Language
- IICB—Community Resource Persons

6E Affirmative Action Report

The Affirmative Action Report was reviewed. A Supreme Court ruling is due at the end of June determining whether Affirmative Action is reverse discrimination. Based on that information and OSBA recommendation, Lane ESD will determine whether or not to continue the committee.

7. Superintendent's Report

- 7A Financial Report
Kent Stephens, fiscal services director, reviewed the financial report for April 2001. Revenue and expenditures patterns still look positive, although May is typically a big expenditure month.
- 7B Status Report on Planetarium Intergovernmental Agreement
Eileen Palmer updated the Board on the status of the intergovernmental agreement between Lane ESD and the Lane County Fairgrounds regarding the planetarium. Currently, ESD staff and Lane County Fairgrounds staff are working with attorneys on the final editing of the agreement. Board members will be sent a copy of the edited agreement.
- 7C Legislative Report
The measure for ESD funding equity has now moved from the Senate to the House as SB260-7. For Lane ESD, this version means a little less than budgeted, but a little more money than in other versions. The issues for which the ESDs will need to present a united front are in these three critical areas: the contracting rules outlined in the current bill, the task force identified in the bill and the funding formula outlined in the plan.

8. Information from Administrative Staff

- 8 Superintendent Vermillion noted that a retirement reception is planned for Lane ESD retire staff members Kathy White, Bonnie Mode, Frank Landrum, and Alan Livingston at 3:00 p.m. on June 8. Board members are invited to attend.

9. Board Member Presentations and Comments

- 9A Committee and Liaison Reports:
LCOG—Director Miller noted that the LCOG Board meeting is Thursday, May 24.
- 9B Employment training advisor Chuck Forster commented that the Lane Workforce Partnership Board will act on the contract with Lane ESD to provide the School-to-Work program for youth. LWP is contracting with Lookingglass to provide summer programs for kids.

10. Announcement/Correspondence

- 10A The OSBA Summer Board Conference, titled "Envision Success for all Students", is scheduled July 14 and 15 in Wilsonville.

11. Public Participation

- 11 There was no public participation.

12. Adjournment

The meeting was adjourned at 8:25 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday, June 26, 2001, beginning at 7:00 p.m., at the ESD Center Building

Minutes approved:

6-26-01 BM

(date) BJM

Don Kimball

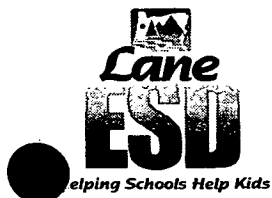
Don Kimball, Chairperson

Attachments to official minutes:

1, Cooperative Purchasing Bid Awards

J. Michael Vermillion

Mike Vermillion, Superintendent-Clerk



Lane Education Service District

1200 Highway 99 North • PO Box 2680
Eugene OR 97402-0374
(541) 461-8200 • Fax (541) 461-8298

J. Michael Vermillion
Superintendent-Clerk

LANE ESD IS COMMITTED TO WORKING IN PARTNERSHIP WITH SCHOOLS, FAMILIES, AND COMMUNITIES TO HELP STUDENTS SUCCEED.

DATE: May 10, 2001
TO: KENT STEPHENS
FROM: Sandy Higinbotham
SUBJECT: COOPERATIVE PURCHASING BID AWARD RECAP

Attached is the tabulation of bids recommended to be awarded. The process for developing these recommendations is the same as used in the past. Committees representing the participants who ultimately use these products have met and reviewed the bids and samples received. The recommended product and vendor is, in most cases, the lowest bid for an item that meets our specifications, taking into account item group bids or minimum dollar orders.

The Board is requested to award Purchase Orders as indicated.

Board of Directors

Tom Huebner
Eugene

Joe Berney
Eugene

Donovan Kimball
Springfield

Michelle Holman
Deadwood

Sherry Duerst-Higgins
Cottage Grove

Jerry Miller
Springfield

James Swanson
Eugene

Chuck Forster, Advisor
Employment Training

Patricia Rogers, Advisor
Social Services

15

**COOPERATIVE PURCHASING BID AWARD RECAP
2001-2002**

<u>SECTION #10</u>	-	AUDIO VISUAL SUPPLIES	\$ 8,398.34
<u>SECTION #20</u>	-	LIBRARY SUPPLIES	4,556.19
<u>SECTION #25</u>	-	DATA PROCESSING SUPPLIES	20,849.98
<u>SECTION #30</u>	-	OFFICE/INSTRUCTIONAL SUPPLIES	122,986.12
<u>SECTION #35</u>	-	FILING CABINETS/FURNITURE	9,264.46
<u>SECTION #40</u>	-	CUT PAPER	102,444.69
<u>SECTION #50</u>	-	ART SUPPLIES	70,067.80
<u>SECTION #60</u>	-	CUSTODIAL SUPPLIES	69,931.65
<u>SECTION #70</u>	-	FIRST AID SUPPLIES	14,487.80
<u>SECTION #78</u>	-	AUDIO VISUAL EQUIPMENT	4,813.98
<u>SECTION #80</u>	-	PLAYGROUND/ATHLETIC SUPPLIES	<u>15,812.29</u>
<u>TOTAL</u>			\$443,613.30

bidreltr

**COOPERATIVE PURCHASING BID AWARD SUMMARY
OF 2001-2002 SUPPLIES**

AUDIO VISUAL SUPPLIES #10:

Tersch Products	\$ 279.45
Standard Stationery	2,641.28
Platt Electric	663.36
Pyramid School Products	<u>4,814.25</u>
TOTAL	\$ 8,398.34

LIBRARY SUPPLIES #20:

Brodart, Inc.	\$ 1,771.26
Demco, Inc.	725.99
Gaylord Bros.	<u>2,058.94</u>
TOTAL	\$ 4,556.19

DATA PROCESSING SUPPLIES AND FORMS #25:

Boise Cascade Office Products	\$ 285.20
American Eagle	152.00
Best Computer Supplies	8,231.52
Willamette Industries	4,138.76
Skyline Business Forms	250.20
MCSI	770.00
Mail-Well Envelope	132.43
Standard Stationery	765.94
US Office Products	630.91
Educational Marketing	1,404.48
Pyramid School Products	384.15
CDW Government	304.00
Costco Wholesale	<u>3,400.39</u>
TOTAL	\$ 20,849.98

INSTRUCTIONAL/OFFICE SUPPLIES #30:

Mail-Well Envelope	\$ 3,865.46
Snyder-Crecelius	13,966.69
Boise Cascade Office Products	9,270.71
Elan Publishing Company	633.44
Elgin School Supply	9,271.59
Hammond & Stephens	130.54
Myron Manufacturing Company	453.12
Standard Stationery Supply	31,797.61
Pyramid School Products	22,673.50
School Specialty	8,633.70
Unisource Worldwide	4,985.71
Tersch Products	8,981.74
National Art	5,749.80
Willamette Stationers	<u>2,572.51</u>

TOTAL \$ 122,986.12

FILING CABINETS/FURNITURE #35:

Boise Cascade Office Products	\$ 2,822.06
Virco Manufacturing	<u>6,442.40</u>

TOTAL \$ 9,264.46

CUT PAPER #40:

West Coast Paper Company	\$ 83,970.26
Xpedx	<u>18,474.43</u>

TOTAL \$ 102,444.69

ART SUPPLIES #50:

Snyder-Crecelius	\$ 20,894.63
Boise Cascade Office Products	587.86
Dick Blick Company	301.79
Elgin School Supply	1,130.30
Everett Pad & Paper	4,813.70
Georgies	3,923.60
Standard Stationery Supply	3,537.45
Pyramid School Products	29,257.27
Unisource Worldwide	1,237.72
Jackson ESD	62.28
U. S. Office Products	50.79
School Specialty	3,587.51
Willamette Stationers	<u>682.90</u>

TOTAL \$ 70,067.80

CUSTODIAL SUPPLIES #60:

Boise Cascade Office Products	\$ 113.22
Galifco Oregon	225.00
McDonald Wholesale	14,757.64
MCK Tool	1,345.18
Moore Medical	294.61
Unisource Maintenance	9,345.19
Scot Custodial Supply	374.40
Unisource Worldwide	29,722.77
American Linen	7,204.88
Pyramid School Products	939.45
North Coast Electric	390.87
Forrest Paint	565.23
Sanderson Safety	267.10
Platt Electric	1,267.71
Supreme Medical Fullfillment	1,987.40
Pioneer Wiping	<u>1,131.00</u>

TOTAL **\$69,931.65**

FIRST AID SUPPLIES #70:

Sanderson Safety	\$ 191.05
Micro Bio-Medics	5,879.64
Moore Medical	1,233.62
United Health	1,983.94
Supreme Medical Fullfillment	<u>5,199.55</u>

TOTAL **\$ 14,487.80**

AUDIO VISUAL EQUIPMENT #78:

Abolins	\$ 277.65
General Binding	1,838.98
Troxell Communications	399.51
Video Service of America	591.15
WJM Plastics	331.52
TCL Sales and Distributing	330.74
A&V Tape Handlers	281.64
Imaging Products International	366.80
Long's Electronics	122.00
HPI International	1.59
Bindery Systems	<u>272.40</u>

TOTAL	\$ 4,813.98
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PLAYGROUND/ATHLETIC SUPPLIES #80:

Athletic Supply	\$ 2,755.51
BSN Corporation	1,713.11
McKenzie Outfitters	982.76
Pyramid School Products	4,772.47
Pioneer Wiping Cloth	2,194.50
Baden Sports	<u>3,393.94</u>

TOTAL	\$ 15,812.29
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<u>GRAND TOTAL ALL SECTIONS</u>	<u>\$443,613.30</u>
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bidrecap

May 10, 2001

COOP PURCHASING BID SELECTION EXPLANATION

The following is a list of items where low bid meeting our specifications and/or brand shown on the bid forms was not selected. In almost every case the reason is because of a manufacturer's minimum that must be met or because of all-or-none (unit) bids by vendors. In regard to the all-or-none bids, we have added up the low bid dollars for a group of like items and also the amount for the all-or-none bid and selected the lowest dollar amount for the group.

ITEM	LOW	SELECTED	REASON
Batteries	\$ 750.75	\$ 821.88	(2)
Book Rings	265.78	304.31	(2)
Glue	51.45	79.87	(2)
Rulers	478.97	516.59	(1)
Paper, Laser	414.00	574.50	(1)
Paper, Butcher	2,922.33	3,363.41	(1)
Glaze	695.10	807.05	(2)
Newsprint	407.74	467.55	(1)
Paper, Drawing/ Finger	228.61	310.60	(1)
Paper, Quadrille	358.70	447.00	(1)
Tagboard	947.31	1173.60	(1)
Band-aids	<u>1,869.27</u>	<u>1,972.23</u>	(3,4)
 TOTAL	 \$ 9,390.01	 \$ 10,838.59	

Reason Code:

- (1) Couldn't meet vendors \$\$ minimum
- (2) All-or-none bid on groups of items
- (3) Teachers, secretaries, custodians at the selection meeting wanted the style, brand that we sampled because of problems on brands purchased in the past.
- (4) Quality of products
- (5) Shipping problems with vendor
- (6) Not available any longer
- (7) Do not want full cartons as required

bidexp

LANE ESD BUDGET COMMITTEE MEETING
Tuesday – May 8, 2001

- | | | |
|----------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Call to Order | 1A | <p>Acting Chair Jim Swanson called the Lane ESD Budget Committee meeting to order at 7:00 p.m. Tuesday, May 8, 2001. A public notice of this meeting was published in accordance with Oregon statute and the agenda for the meeting was published and distributed.</p> <p>Budget Committee members in attendance were: Jim Swanson, Tom Heubner, Sherry Duerst-Higgins, Michelle Holman, Jerry Miller, Wayne Watkins, Jennifer Heiss, Fred McDaniel, Chris Pryor, and Mike Fox.</p> <p>Other attending were: Mike Vermillion, Kent Stephens, David Standridge, Joel Robe, Eileen Palmer, Carol Knobbe, Carol Wiggins, Linda Schoenfeld and Laura Krenk.</p> |
| Welcome | 1B | <p>Lane ESD Vice Chairperson Jim Swanson welcomed those attending and Committee members introduced themselves.</p> |
| 2. Statements | 2 | <p>Superintendent Mike Vermillion thanked Budget Committee Members for their willingness to assist Lane ESD in the budget process.</p> |
| 3. Election of Presiding Officer | 3 | <p>Acting Chair Jim Swanson opened the floor to nominations for budget committee presiding officer.</p> |
| | 3A | <p>Wayne Watkins nominated Fred McDaniel. Jennifer Heiss seconded the nomination.</p> <p>Jerry Miller moved the nominations cease and a unanimous ballot be for Fred McDaniel. Jennifer Heiss seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.</p> <p>Fred McDaniel was declared elected as Lane ESD Budget Committee presiding officer.</p> <p>Presiding officer McDaniel turned the meeting over to Superintendent Vermillion.</p> |
| 4. Budget Message | 4 | <p>Superintendent Mike Vermillion presented the 2001-02 budget message and reviewed the Legislative Task Force on Education Service Districts recommendations.</p> <p>The first recommendation is for ESD's to allocate 90% of state school fund monies to resolution programs. The second recommendation is a four-year phase in of the formula for distribution of state funds to ESDs.</p> <p>Superintendent Vermillion updated the committee on the current status of SB260. The legislation is still in committee due to concerns that smaller ESDs were not being treated fairly. Currently, there are two proposals being considered and Lane ESD expects a decision by the committee tomorrow on the proposal to be forwarded to the Senate. It will then move to the House, where other changes may occur.</p> <p>Lane ESD received \$175 per ADMw last year and we anticipated \$201 per weighted ADM. It is expected that Lane ESD will receive between \$197 and \$199 per weighted ADM.</p> <p>Other significant factors which impact the budget are: 1) administrative reorganization; 2) LCEA 3.15% cost of living increase as well as the usual and expected increase in salaries and benefits; 3) OTIS closure in 2002; 4) telecommunications costs shared with districts; and 4) special education needs due to increasing special education population.</p> |

5 Review of
Proposed Budget
Document

5. Budget officer Kent Stephens thanked the Budget Committee for their service. He also commended Lane ESD directors and staff for their assistance in the development of the budget document.

This year's budget format is very similar to last year's document. Budget officer Stephens distributed a handout outlining significant changes to the proposed budget which include:

Revenue: The tuition rate to districts increased from \$17.50 per day (Life Skills and Lane School) to \$19.00 per day for allocated slots, \$27.00 per day for additional slots. The ESD still pays for about 85% of the program costs.

Recent estimates for state funding are \$197 to \$199 per ADMw. Less than the \$201 per ADMw recommended by the ESD Task Force.

Expenses: Increase urban Life Skills program classrooms from 19 to 20; new state requested coding changes for business department. OTIS fund will be self-sufficient; resolution funds are budgeted for software conversion projects; and eliminated general fund support for Electronic Maintenance and Production Services.

Special Revenue Fund: Continued separation of the Regional Program and EI/ECSE program for better tracking. Due to grants in progress, \$3,000,000 is appropriated in Fund 299.

Enterprise Fund: OTIS general fund and Electronic Maintenance will receive no resolution dollars for operation. The Planetarium Fund has been eliminated.

Internal Service Fund: Production Services will receive no supplemental support from the general fund. To provide fee-based telecommunications for districts a new Fund 603 has been established.

Beginning fund balance will be used to offset reduced funding from State. At this time spending levels are below projections and it is expected that the cash carry forward may be more than previously expected.

6. Action on
Proposed Budget

6. Committee member Chris Pryor moved that the 2001-02 Lane ESD budget be approved, with \$12,971,500 in the General Fund, \$16,994,836 in the Special Revenue Fund, \$2,717,687 in the Enterprise Fund, and \$742,381 in the Internal Revenue Service Fund, for an aggregate amount of \$33,426,404 as presented. Pryor continued, I further move that the permanent tax rate of \$.2232 per \$1,000 of assessed value be assessed in support of the General Fund. Committee member Mike Fox seconded and the **MOTION CARRIED WITH ALLTHOSE PRESENT VOTING YES.**

7. Adjourn

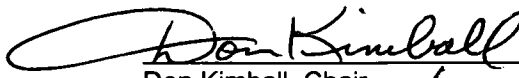
7. The meeting was adjourned at approximately 7:40 p.m.


Minutes approved:

5-22-01 *bjm*
(date) BJM

Attachments of official minutes:

1. Significant Changes 2001-2002 Proposed Budget
2. Agenda – Motion to Approve


Don Kimball, Chair


J. Michael Vermillion, Superintendent-Clerk

**LANE EDUCATION SERVICE DISTRICT
2001-2002 PROPOSED BUDGET
SIGNIFICANT CHANGES**

GENERAL FUND

REVENUE

1314/1315 Tuition – Rate to districts increased from \$17.50 per day (Life Skills and Lane School) to \$19.00 per day. The ESD still pays for about 85% of program costs.

3101 State Funding – State School Funding Formula is based on ESD Task Force recommendation of \$201 per ADMw. Most recent estimates are \$197 to \$199 per ADMw.

EXPENSES

1222 Life Skills Program – Increase urban classrooms from 19 to 20. Districts now receive a slot allocation for student enrollment. \$19 per day tuition for allocated slots, \$27 per day for additional slots allocated for students "grandfathered" into the program.

2510 Business Services Direction – New function code for Business Department. No longer mingled with Fiscal Services 2520.

2660 Technology Services – Resolution funds budgeted for software conversion projects. No resolution dollars budgeted for OTIS services. OTIS fund will be self-sufficient in 2001-2002.

5200 Transfers – Eliminate General Fund support for Electronic Maintenance and Production Services. Reinstate temporary reductions in transfers to building and equipment replacement funds.

SPECIAL REVENUE FUND

Separate Regional Program Fund into two funds for better tracking of Early Intervention program.

"Grants in progress", being written and researched at budget time, appropriated in Fund 299 (\$3,000,000).

ENTERPRISE FUND

Fund 500 - OTIS General Fund will receive no resolution dollars for operation in 2001-2002. The fund balance and revenue from customers outside Lane County will provide sufficient resources for the final year of operation.

Fund 515 - Electronic Maintenance receives no supplemental support from the General Fund.

Fund 588 – Planetarium Fund is eliminated.

INTERNAL SERVICE FUND

Fund 601 – Production Services Fund receives no supplemental support from the General Fund.

Fund 603 – New fund established to provide fee-based telecommunication lines for districts.

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

BUDGET MEETING
Tuesday • May 8, 2001
7:00 p.m.

LANE ESD BUDGET COMMITTEE MEETING
AGENDA
May 8, 2001

1. Call to Order – Welcome and Introductions – *Past Chair*
2. Statements
 - A. Statements from the Public
 - B. Statements from Superintendent and Staff
 - C. Statements from Budget Committee Members
3. Election of Officers
 - A. Nominations for Presiding Officer
3. Presentation of Budget Message – *Executive Officer*
4. Review of Proposed Budget Document – *Budget Officer*
5. Committee Discussion
7. Next Budget Committee Date, if needed ♦ OR ♦ Action on Proposed Budget
 - A. Date of Next Meeting, if needed: May 15, 2001 – 7:00 p.m.
 - B. Directions to Superintendent and Staff for Information Needed for Next Meeting

♦ OR ♦

 - C. Motion to Approve the Budget:
8. Adjourn

Lane ESD Board Meetings are held in accordance with open meeting laws and with accessibility requirements. If any person with a disability needs assistance in order to attend or participate in a meeting, please notify the secretary to the Board of Directors at 461-8213.

Lane ESD

Motion to approve the 2001-2002 budget and assess the permanent tax rate

I move that the 2001-2002 Lane ESD budget be approved, with \$12,971,500 in the General Fund, \$16,994,836 in the Special Revenue Fund, \$2,717,687 in the Enterprise Fund, and \$742,381 in the Internal Service Fund, for an aggregate amount of \$33,426,404 as presented. I further move that the permanent tax rate of \$.2232 per \$1,000 of assessed value be assessed in support of the General Fund.

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – April 24, 2001

1. Work Session

- 1 Chair Don Kimball called the Board work session to order at 6:00 p.m. Board members present were Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion and Barbara McBurnett, recording secretary.

Board members reflected on board operation and "boardsmanship". In order to be productive and proactive, Board processes, agendas, communications and relationships were considered and discussed.

The work session adjourned at 7:00 p.m.

2. Public Hearing

2. A public hearing on the local contract review board for Lane Education Service District was declared and called to order at 7:05 p.m. The public hearing was called to consider findings of fact and determination and approve a resolution to exempt application services contract from competitive procurement and approve a contract with Pentatmation Enterprises, Inc. A public notice of the meeting was published in the *Daily Journal of Commerce* in Portland, Oregon, a trade newspaper of general statewide circulation, on March 30, 2001.

Board members present were Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson; advisory member Pat Rogers. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Kent Stephens, Eileen Palmer, Alan Livingston, Carol Wiggins, and Barbara McBurnett, recording secretary. Others attending were: Sheila Thomas, Laura Krenk, Lynda Harris, and Donna Telep-Manclark.

There was no public comment.

DIRECTOR DUERST-HIGGINS MOVED:

BASED UPON THE FINDINGS OF FACT set forth, it is hereby

RESOLVED that it is unlikely that an exemption to competitive bidding as required by ORS 279.015 will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts and the awarding of a public contract pursuant to this exemption to Pentatmation Enterprises, Inc. of a long-term Application Services Contract will result in substantial cost savings to the District.

BE IT FURTHER RESOLVED that the Superintendent is authorized to enter into a contract, on behalf of the Board of Directors, with Pentatmation Enterprises, Inc. for Application Services.

Director Huebner seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 00-030)**

The public hearing was adjourned at 7:15 p.m.

1. Regular Meeting
Call to Order

1 Chairperson Don Kimball called the regular board meeting to order at 7:15 p.m. Tuesday, April 24, 2001, in accordance with the agenda and public notice of the meeting. Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Eileen Palmer, Alan Livingston, and Barbara McBurnett, recording secretary.

Others attending were Bill Maier, Sheila Thomas, Laura Krenk, Lynda Harris, Donna Telep-Manclark, and Jackie Mikalonis.

3. Recognition of
Staff and/or Public

3 There was no staff or public recognition.

4. Public Participation

4 There was no public participation.

5. Action Items

5A The following action items were included in the Consent Agenda approval:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.

(1) Approve Board minutes of April 24, 2001.

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting March 20, 2001, as submitted.

(2) Accept monthly Human Resources Report and approve personnel recommendation.

- Kathy White, Specialist, retirement -- July 1, 2001
- Joan Shelters, Teacher, resignation – April 5, 2001
- Jean Mallchok, adaptive PE teacher, RIF – June 15, 2001
- Jean Mallchok, to Teacher -- July 1, 2001

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated April 16, 2001.

(3) Approve Policy Revision—GCN/GDN, Evaluation of Staff

Policy GCN/GDN was submitted for a seconded reading and Board adoption. Evaluation documents for classified, licensed, and confidential programs were included in the packet for Board review.

BE IT RESOLVED that the Board of Directors of Lane ESD adopts policy revisions for Policy GCN/GDN, Evaluation of Staff.

(4) Affirm Superintendent's Canvass of Election Results

BE IT RESOLVED that the Board of Directors of Lane ESD hereby affirm the Superintendent's canvass of votes cast in the March 13, 2001 Director election and the certification of election of:

- Tom Huebner: Position 1 (Zone 1) for a four-year term commencing on July 1, 2001, and ending June 30, 2005.
- Don Kimball: Position 3 (Zone 3) for a four-year term commencing on July 1, 2001, and ending June 30, 2005.
- Jerry Miller: Position 6 (at-large) for a four-year term commencing on July 1, 2001, and ending June 30, 2005.

DIRECTOR DUERST-HIGGINS 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 BERNEY, DUERST-HIGGINS, HUEBNER, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 00-031)**

- 5B Approve Board Member Attendance at OAESD Annual Conference
The Oregon Association of Education Service Districts Annual Conference, titled "Consider All Possibilities", will be June 1, 2, and 3 at Eagle Crest in Redmond, Oregon. Registration for the conference needs to be completed by early May.

DIRECTOR BERNEY MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Board members Joe Berney, Sherry Duerst-Higgins, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson, the Oregon Association of Education Service Districts Annual conference on June 1, 2, and 3 in Redmond. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 00-032)**

- 5C Approve Superintendent's Salary for 2001-02
Don Kimball, chair, and Jim Swanson, vice-chair, met with the superintendent to establish compensation for 2001-02. It was agreed that the same methodology would be followed for 2001-02 as previously used. The target for the superintendent's compensation is the 50th percentile of ESD and school district superintendent salaries for those districts used in the Richard's study for comparison. The parties agreed to improve salary and increase contributions to the superintendent's TSA.

DIRECTOR HUEBNER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves Superintendent J. Michael Vermillion' 2001-02 salary in the amount of \$105,000; and

FURTHER BE IT RESOLVED that the Board of Directors of Lane ESD approves an increase in monthly contribution to the superintendent's TSA by \$375.

Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 00-033)**

8. Discussion/ Reports

- 8A Special Education Alternative Assessment Pilot
The Extended Academic Reading, Writing, and Math Assessment and the Extended Career Life Role Assessment System (CLARS) are alternatives to the statewide assessment for students with disabilities. Life Skills Education program teachers, Laura Krenk and Sheila Thomas, provided an overview of the extended assessment process.
- 8B Planetarium Intergovernmental Agreement Status Report
Board members have previously reviewed and recommended changes. Lane ESD attorney Joe Richards has reviewed these recommendations and will be meeting with the Lane County Fair Board attorney this week. Board members will receive an e-mail copy of the final intergovernmental agreement as soon as it is completed.
- 8C Planetarium Project
Jackie Mikalonis, representing the Lane County Fairgrounds, presented an update on the vision for the new planetarium and learning center facilities. Agencies and donors approached regarding support of the project are very excited and positive. Fundraising efforts include private donations, economic development monies, and grants sponsorship through the Lane Education Foundation.

9. Superintendent's Report

- 9A Financial Report
Kent Stephens, fiscal services director, reviewed the financial report for March 2001. Expenditures continue to be below projections while revenue is higher than projected. Cash is being managed in the most effective ways which has resulted in approximately \$200,000 additional revenue.

9B 2001-02 Budget Status

The Lane ESD Budget Committee meeting is Tuesday, May 8, at 7:00 pm. The 2001-02 budget document will be ready for mailing next week to budget committee members. The budget committee is made up of Lane ESD Board members and eight members appointed by component districts.

9C Report on Small Group Discussions

The superintendent is meeting with classified employees in groups of 4 to 5 people on a regular basis. Since January, he has met with five groups. The intent of the meetings is to (1) improve communication, (2) surface concerns/issues so they can be addressed in a timely manner, (3) get to know employees on a more personal basis and (4) practice rumor control. Office space; technology replacement, maintenance and upgrades; status of OTIS; incentives to improve skills; staffing; employee recognition; relationship with component school districts; need for grant writer and reorganization are common topics that have surfaced in most of the meetings. The practice of meeting with small groups of employees will continue.

9D Distance Learning

Last school year, the Board expressed interest in exploring the potential of distance learning technologies in providing a value-added service to component school districts. Earlier this year, the Board was shown the new V-TEL unit (2-way interactive video) now installed in Room 5. SB 622 (last session) provided the funding for each high school in the state to acquire 2-way interactive video capability. At a recent legislative breakfast, school districts were expressing their concern about the level of state funding and the need to cut programs for academically motivated youngsters. Many of these programs, e.g., foreign language, science, math, oftentimes lack the critical mass of students in one high school to offer courses. Additionally, CAM requirements may impose other demands on school districts to link students with areas of academic or occupational interest that may not be satisfied in the local high school or local community. Distance learning technologies (not just V-TEL) may be an answer.

With the support of the Board, the administration will begin exploring the feasibility of implementing distance learning strategies in Lane County. Financial sustainability of any distance learning strategy deployed is a critical piece as well and will be a part of this exploratory investigation. We are also looking toward partnerships with other ESDs, most notably Linn-Benton-Lincoln, to move this exploration forward.

The Board supported the superintendent's effort support to pursue this initiative.

9E Policy Revisions

OSBA Policy Specialist John Young is currently reviewing the Lane ESD Policies and Administrative Rules. Revisions to Section I have been reviewed by Lane ESD staff. ORS and OAR citations are being verified and then the documents will be word-processed. John Young will be reviewing Section J with administrative staff on April 27. Revisions of Section I, and possibly Section J, will be presented for a first reading at the May 22 Board meeting.

9F Lane ESD Quarterly Newsletter

The first issue of the Lane ESD quarterly newsletter *INSIGHT* was published in April. The newsletter is seen as a tool to enhance Lane ESD communications and provide information about the full range of ESD programs and services, as well as a critical means by which to strengthen relationships with the communities the ESD serves and with its own staff. The newsletter is also available on-line via the new Lane ESD website www.lane.k12.or.us

Appreciation was extended to Board Chair, Don Kimball for his contribution. Board members are welcomed to submit their own reflections, as well.

Board Meeting Minutes – April 24, 2001

Page 5

10. Information from
Administrative Staff

10 Eileen Palmer reported that the Lane Education Foundation has been gaining donations specified for school districts. A recent donation from Hyundai was received for the Lane County Career Fair for high school students.

11, Board Member
Presentations and
Comments

11A Committee and Liaison Reports:

LCOG—Director Miller reported that LCOG will meet on April 26. LCOG and its transportation partners will have a transportation audit to review all means of transportation in the state and availability to population in cities and counties. Education is being considered as part of that review.

OSBA—Director Duerst-Higgins reported that she recently attended the NSBA Annual Conference in San Diego.

10. Announcement/
Correspondence

10A Board members were reminded about the OSBA Spring Regional Meeting on Thursday, May 3, 6:00 p.m at Lane ESD

10B Board members were asked to consider attending the AESA Annual Conference, November 28 to December 1, in Atlanta.

11. Public
Participation

11 There was no public participation.

12. Adjournment

12 The meeting was adjourned at 9:10 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday, May 22, 2001, beginning at 7:00 p.m., at the ESD Center Building

Minutes approved:

BJM 5-22-01
(date) BJM

Don Kimball
Don Kimball, Chairperson

Attachments to official minutes:

1, Findings of Fact and Determination

J. Mill Karl
Mike Vermillion, Superintendent-Clerk

Lane Education Service District

RESOLUTION TO EXEMPT APPLICATION SERVICES CONTRACT FROM COMPETITIVE PROCUREMENT AND APPROVE A CONTRACT WITH PENTAMATION ENTERPRISES, INC.

FINDINGS OF FACT AND DETERMINATION

WHEREAS, the School District will no longer have available to it the student record applications and processing services and business record applications and processing services available through Oregon Technology and Information Services (Lane County Education Service District, OTIS) after June 30, 2002; and

WHEREAS, committees designated to find solutions for replacement were unable to achieve recommendations that were affordable to the district and 14 other Lane County districts, as reported in October 2000; and

WHEREAS, although they held many meetings with other potential providers from October 2000 to December 2000, the District and 14 other Lane County districts, working as a consortium, were unable to identify a public partner that could provide replacement services that met the needs of the districts, including a proven track record, expansion of services, viability and presentation of product and services, nor were such districts able to identify a public partner that could provide replacement, record application and processing services in a short-term relationship to bridge the timeline between the demise of OTIS and available replacement services; and

WHEREAS, the District and 14 other Lane County districts have, as a consortium, performed due diligence in its review of software requirements and performance, and thoroughly investigated opportunities for commercially available replacement services. And, as a result of that investigation, they have unanimously concluded that **Pentamation Enterprises, Inc.** (Pentamation) of Bethlehem, Pennsylvania is the only Application Services Provider in the United States that has a fully integrated existing system for grades K-12 and has the resulting ability to meet the student and business application services needs of the District and its consortium partners, through its hosted application services at Pentamation's facility; and

WHEREAS, the District and its consortium have determined that there is strong evidence that the time frame for a business and student systems conversion and implementation process of this size is 18-24 months, yet OTIS services will terminate in less than 16 months and emergency conditions require a prompt execution of the Pentamation contract; and

WHEREAS, the Board has investigated, considered applicant interviews and determined no other interested party, based on such party presentations, have a sufficient combination of software, hardware and skilled experienced personnel to provide **business and student data processing systems**, provide an acceptable presentation, perform software upgrades and assure information production in a form that will meet the needs of the District and the consortium districts, and as well as satisfy State and Federal agencies to whom the district is obligated, all of which goals can be accomplished by Pentamation; and

WHEREAS, the Board, acting as the local contract review board, desires to exempt a contract with Pentamation from the competitive bidding process, as provided in ORS 279.015(2) and (6), 279.017, and OAR 125-300-0050.

NOW, THEREFORE, based on the district's investigation and a consideration of the recital set forth above, the Board acting as the local contract review board, makes the following

FINDINGS OF FACT

1. Pentamation Enterprises, Inc. of Bethlehem, Pennsylvania is the only application service provider in the United States that meets the student data and business data processing services in the fashion required by the District at an affordable price, and the recitals above set forth are hereby adopted as Findings of Fact.
2. The above Findings of Fact are based upon the investigation by the District and the consortium of districts who have thoroughly investigated a suitable replacement for the OTIS application services heretofore provided, and have in a similar manner concluded that there is no other available Application Services Provider that can meet the data processing needs of the districts for the sum proposed and in the timeframe required.
3. Based on the above findings, it is unlikely that exempting a contract with Pentamation from the formal competitive bidding requirements of ORS 279.015 will encourage favoritism in the awarding for the contract or substantially diminish competition for the contract.
4. Awarding of a public contract to Pentamation, for application series and data file conversion, pursuant to an exemption will result in a substantial cost saving per student served at the level required and will hold the greatest likelihood of completing such conversions within this emergency timeframe, as more specifically described in ¶ 5.(a).
5. Pursuant to ORS 279.011(5), the District has considered the type, cost, amount of the contract, number of persons available to bid, and such other factors as may be deemed appropriate, as hereafter set forth:

(a) Operational, budget and financial data.

The District requires financial information about the costs of OTIS replacement for its 2001-02 budget by March 31, 2001. The new business services system must be implemented before January 1, 2002, so that payroll and employee data can be maintained for 2002 as required by Federal and State agencies. Because OTIS may become less viable as its June 30, 2002 termination deadline nears, the District may put the security and reliability of its business and student data in greater jeopardy the longer it delays the transition from the OTIS system.

(b) Public benefits.

Because its business and student systems are fully integrated, the Pentamation system will assist the District in meeting State mandates requiring a more sophisticated measure of costs per student. The Pentamation system will provide the District with the ability to more readily share information with the public than the sharing ability forecast by other providers. The Pentamation system will allow for a more current tracking of student attendance than the system forecast by other providers. By working together as a consortium, the District and its partners enjoy the benefits of economics of scale in financial costs, in training, and in mutual support and assistance.

(c) Value engineering. (Not applicable.)

(d) Specialized expertise required.

Pentamation has unique expertise and experience in the implementation and ongoing operation of public school integrated business and student services systems as an Application Services Provider.

(e) Public safety.

Conversion and implementation of a replacement system is necessary to maintain the safety and confidentiality of student and financial records. Prompt access to student behavioral records will give administrative staff the ability to make appropriate and timely discipline decisions while remaining fully protective of student rights.

(f) Market conditions.

The termination of OTIS services, effective no later than June 30, 2002, has created an unstable student and a business data system environment for the district and its consortium partners. The District has only a modest amount of money to spend on a replacement system; that amount is comparable to the \$20 per student the District is spending through Lane ESD at present. That amount of money is insufficient to continue OTIS services at its projected cost.

(g) Technical complexity.

Timelines for conversion, training and implementation of the new student and business data system for the District are shorter than reasonable or recommended, and thus create greater technical complexity in seeking a solution. The complexity of providing these student and business systems services in-house is beyond the technical ability of District and consortium staff. Personnel needed to maintain an in-house system are in high demand and thus scarce and expensive. No outside provider, other than Pentamation, demonstrates sufficient knowledge, experience and skill in dealing with this complexity.

(h) Funding sources.

The Governor's proposed budget for 2001-03 includes \$10 million for consortiums of districts to access in order to help pay for conversation of data systems. In order to qualify for the potential funding, districts must receive services from an approved regional data center. Districts working alone will not qualify for funding. The amount of Lane ESD resolution funding for student and business data systems is insufficient for districts to individually and independently implement replacement systems. The Lane ESD Board requires districts to be part of the consortium in order to qualify for full resolution funding. The District and its consortium partners desire to find a replacement solution that costs approximately the same amount of money as the current Lane ESD resolution funding.

6. There is only one seller for the product of the quality desired, as contemplated by ORS 279.017(2)(c).
7. The District, more than 14 days prior to this hearing, did publish in the *Daily Journal of Commerce* in Portland, Oregon, a trade newspaper of general statewide circulation, a notice of hearing for April 24, 2001 at 7:00 p.m. at the District's Administration Offices as the time and place of a public hearing for the purpose of taking comments on the District's draft findings for an exemption from the competitive bidding requirement, and that copies of the draft findings area available to the public at the administrative offices of the District.
8. In advance of this hearing, the Superintendent notified, and provided in such notice a copy of this resolution, to all known prospective service providers that have heretofore contacted the District or have otherwise been known to the District as potential Application Service Providers in order that such prospective providers may attend this hearing and comment on the District Board's preliminary conclusions that Pentamation is the only provider that can meet the quality needs of the District for the services and product above described.

BASED UPON THE FINDINGS OF FACT above set forth, it is hereby


RESOLVED that it is unlikely that an exemption to competitive bidding as required by ORS 279.015 will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts and the awarding of a public contract pursuant to this exemption to Pentamation Enterprises, Inc. of a long-term Application Services Contract will result in substantial cost savings to the District.

BE IT FURTHER RESOLVED that the Superintendent is authorized to enter into a contract, on behalf of the Board of Directors, with Pentamation Enterprises, Inc. for Application Services.

ADOPTED this 24th day of April, 2001.


Chairperson of the Board—Don Kimball

ATTEST:


Superintendent-Clerk—J. Michael Vermillion

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – March 20, 2001

- | | | |
|------------------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, March 20, 2001, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Sherry Duerst-Higgins, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson; advisory members Chuck Forster and Pat Rogers. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Eileen Palmer, Michelle Mantel, Alan Livingston, Carol Wiggins, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Laura Krenk, Sue Mathisen, Lynda Harris, and Wendie Vermillion.</p> |
| 2. Recognition of
Staff and/or Public | 2 | <p>Superintendent Vermillion announced to the Board that Lori Wollenweber, Media Booking Secretary, and Randy Haines, Educational Assistant, were selected as LCEA employees of the year.</p> |
| 3. Introduction of
Guests | 3. | <p>There were no guests.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.</p> <p>(1) Approve Board minutes of February 27, 2001.
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting February 27, 2001, as submitted.</p> <p>(2) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated March 13, 2001.</p> <p>(3) Adopt New Policy – GCJA/GDJA, Telecommuting
Policy GCJA/GDJA was submitted as a second reading and for approval. The accompanying administrative rule was included for information.
BE IT RESOLVED that the Board of Directors of Lane ESD adopts Policy GCJA/GDJA, Telecommuting</p> <p>(4) Authorize IASA Consolidated Subgrant Application
BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to file the 2001-02 IASA Consolidated Subgrant Application for:</p> <ul style="list-style-type: none">• Title IC – Migrant Education• Title IIB – Eisenhower Professional Development• Title IV – Safe and Drug Free Schools and Communities <p>(5) Approve Grants/Contracts Awarded and Authorize Receipt of Funds
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Grants/Contracts Awarded report dated March 1, 2001, and authorizes receipt of funds.</p> |

DIRECTOR DUERST-HIGGINS 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, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES.**
(ESD Resolution # 00-028)

- 5B Approve Lane ESD Organizational Chart
Lane ESD Policy CC, Organizational Chart, requires Board approval for organizational changes that affect positions at the first, second or third echelons of administrative responsibility. When approved, this organizational chart will become Administrative Rule CC-AR.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the Lane ESD organization chart dated March 14, 2001, as presented. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES.**
(ESD Resolution # 00-029)

- 5C Exempt Application Services Contract from Competitive Procurement.
This agenda item was moved to 7B for discussion.

6. Discussion/ Reports

- 6A Production Services Report
This report was postponed until a future meeting.
- 6B Policy Revision – GCN/GDN, Evaluation of Staff
This policy revision is submitted as a first reading. The language has been updated to reflect the new licensed and classified evaluation program.

7. Superintendent's Report

- 7A Financial Report
Kent Stephens, fiscal services director, reviewed the financial report for February 2001. He reported that an ending fund balance of 2.35 to 2.55 million is anticipated.
- 7B Information Services Selection Update
Lane ESD staff members Michelle Mantel and Randy Trummer have been working as part of the "core team" for implementation of the Pentamation business and student software applications. Contractual agreements with the 14 districts and Lane ESD have not been finalized, although development of the implementation plan has begun so that all phases of the plan can be implemented by June 30, 2002. A summary of the implementation plan was distributed, and Michelle Mantel reviewed the plan's objectives. (official attachment)

Superintendent Vermillion reviewed the process recommended by Lane ESD attorney Joe Richards for a public hearing to adopt the findings exempting the Pentamation contract from public contract law and authorizing the superintendent to enter into a contract with Pentamation. A public hearing of the Lane ESD local contract review board will be held prior to the regular Lane ESD Board meeting on April 24, 2001.

- 7C Superintendents' Subcommittee Update
The nine-member subcommittee of Lane County superintendents met on Monday, March 12. Three agreements were reached and presented to Lane County superintendents at their March 15 meeting. The superintendents passed the agreements unanimously.

Agreement 1: Lane ESD will continue to provide network, Internet and e-mail services, at current service levels, for 2001-02. School district technology representatives were given the opportunity to review the delivery model. No recommendations for changes were received.

Agreement 2: In 2002-2003, the 14-member consortium districts will receive a minimum of \$20 per ADMw for application software services. Non-consortium districts, Eugene and Springfield, will receive at least 60% of the amount received by consortium member districts but not less than \$12.50 per ADMw. All current 14 consortium districts shall be expected to remain within the consortium.

Agreement 3: Members of this subcommittee suggest that the 16 Lane County school districts engage in a substantial study of remaining resolutions and possible alternative ways to establish resolutions and distribute services to districts. This study should include the question of emergent service interests and the possibility of considering more flexibility in service options.

Springfield superintendent Jamon Kent expressed concern with Agreement #2--the 60% level of cash-in-lieu was not sufficient. Superintendents also suggested that a different superintendent subcommittee be formed to begin review of resolutions (agreement #3).

7D Legislative Update

Communications and marketing manager Carol Wiggins distributed information from the OASE School Funding Coalition Steering Committee, which outlined their adopted proposals related to school funding. The proposal relating to ESD's supports the four-year phase in of equity as originally proposed by the ESD Task Force.

Board members were reminded about the Legislative breakfast on Saturday, April 7, 9:00 a.m. to 10:30 a.m. at 200 N. Monroe.

8. Information from
Administrative Staff

- 8 Special education director Carol Knobbe reported that superintendents reached consensus in support of a recommendation from special education directors to open a new Life Skills classroom with tiered tuition (for students above a district's allocation) based on special education census. No students currently enrolled in the program would be required to leave. Superintendents additionally recommended that \$80,000 from the special education contingency fund be used to offset the cost of the new classroom.

Curriculum/staff development director Eileen Palmer announced that planetarium director Jon Elvert has been elected to the position of president elect for the International Planetarium Society. Jon will serve his two-year presidency in 2003 and 2004. Eileen also reported that University of Oregon architecture students have been assisting the architectural firm in design of the site and landscape for the new planetarium. The final draft of the intergovernmental agreement between Lane ESD and the Lane County Fairgrounds will be sent to Board members prior the next Board meeting.

9. Board Member
Presentations and
Comments

9A Committee and Liaison Reports:

LCOG—Director Miller reported that the next LCOG Board meeting is Thursday, March 22, at the EWEB building.

OSBA—Director Duerst-Higgins reported that she will be attending the NSBA Annual Conference in San Diego.

- 9B Social services advisory board member Pat Rogers distributed an overview of Governor Kitzhaber's Children's Plan. The plan provides voluntary screening to all first births and follow up support to families who want it.

Employment training advisory board member Chuck Forster reported that Lane Workforce Partnership is anticipated an 11.2% reduction in funding for the coming year. He added that indicators show the economy is slowing. Since July, LWP has worked with companies that have closed or had layoffs effecting approximately 1200 people.

1. Announcement/
Correspondence

10A Board members were reminded that the OAESD Annual Conference will be June 1 through 3, at Eagle Crest Resort in Redmond.

11. Public
Participation

11 There was no public participation.

12. Adjournment

The meeting was adjourned at 8:10 p.m.

The next regular meeting of the Lane ESD Board of Directors will be on Tuesday, April 24, 2001, beginning at 7:00 p.m., at the ESD Center Building

Minutes approved:

4-24-01
(date) BJM *BJM*

Attachments to official minutes:

1. Plan to Implement Pentamation Systems
2. OASE School Funding Coalition Proposal Adoption


Don Kimball, Chairperson


Mike Vermillion, Superintendent-Clerk

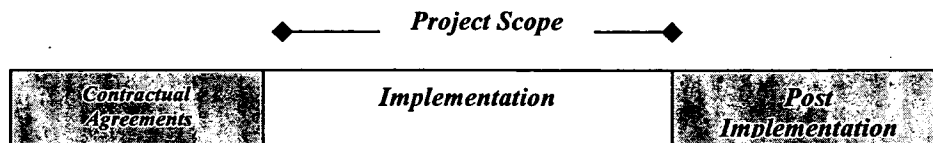
SUMMARY

Lane County School Districts' Plan to Implement Pentamation Systems

The goal of this project to facilitate the implementation of Pentamation's Student and Business applications services for Lane County School Districts by June 30, 2002.

Scope:

This project addresses activities beginning after the contracts between the districts and Pentamation have been completed through the Post-Implementation Planning.



Objectives:

Project Administration – Establish an internal structure, involving all the participating school districts for the administration of this project.

District Representation – Provide an aggregated point of contact that represents the partner districts and acts as a liaison for the districts to Pentamation.

Project Coordination – Coordinate implementation activities within the districts and between the districts and Pentamation.

User Group – Facilitate the development of an Oregon Pentamation user's group with the primary goal of representing Oregon on software maintenance and requirements issues.

Post-Implementation Issues - Identify post-implementation issues relevant to the ongoing maintenance and effective use of the systems after implementation is complete.

Project Components:

Project Process and Timeline - Determine processes and parameters for project

Research and Analysis – Analyze project components necessary for decision making

Technical Design and Coordination – Focus on technical compatibility and preparation

Conversion Design and Coordination – Coordinate conversion of district data

Training Design and Coordination – Identify training needs and develops plans

System Implementation – Coordinate actual implementation for districts

Post Implementation Planning – Develop plans for sustained system maintenance

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – February 27, 2001

- | | | |
|------------------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, February 27, 2001, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Eileen Palmer, Kent Stephens, Carol Wiggins, Alan Livingston, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Laura Krenk, Kathy White, Kathryn Henderson, Mary Jean Knoll, Paul Weill, Sue Mathisen, Lynda Harris, and Bill Maier.</p> |
| 3. Recognition of
Staff and/or Public | 3 | <p>There was no staff or public recognition.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.</p> <p>(1) Approve Board minutes of January 23, 2001
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting January 23, 2001, as submitted.</p> <p>(2) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated February 21, 2001</p> <p>(3) Authorize Accounting Supervisor David Standridge to Transfer Funds
Since accounting supervisor David Standridge was hired after the 2000-01 official designations, Board authorization is required for government pool transfers.
BE IT RESOLVED that the Board of Directors of Lane ESD authorizes David Standridge to transfer funds to/from the Local Government Pool.</p> <p>(4) Authorize Renewal of Probationary Licensed Staff for 2001-02 (official attachment)
BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the notification to all affected employees of their change of status, as submitted. For those employees who are renewed, the effective date will be the first working day of the 2001-02 school year.</p> <p>(5) Authorize Contracts for Licensed, Non-Administrative Staff for 2001-02 (official attachment)
BE IT RESOLVED that the Board of Directors of Lane ESD authorizes extending contracts of licensed, non-administrative staff for the 2001-02 year, as submitted.</p> <p>(6) Authorize Contracts for Licensed, Administrative Staff for 2001-02 (official attachment)
BE IT RESOLVED that the Board of Directors of Lane ESD authorizes extending contracts of licensed, administrative staff for the 2001-02 year, as submitted.</p> <p>DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Huebner seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES.
(ESD Resolution # 00-027)</p> |

6. Discussion/
Reports

- 6A Program Report—Lane ESD Prevention Services
Prevention team members Kathryn Henderson, Mary Jean Knoll, and Kathy White provided an overview of current services, programs, and grants and discussed anticipated opportunities to assist schools with prevention issues. The interwoven prevention programs support kids across Lane County and have grown over the years as a result of some important community partnerships and writing and acquiring grants. The approach used by the team, their partners and the schools served is one that is system-wide. These programs include tobacco prevention, safe and drug-free schools, middle school prevention coordinators, 21st Century Community Learning Centers (CCLC) and the school-wide information system (SWIS). The team recognized the significant support and guidance received from Pat Rogers from the Lane County Department of Children and Families.
- 6B Evaluation Program—Licensed and Classified
Bill Maier was present to review the employee evaluation program. Development of the evaluation program is on schedule and nearing completion. There will also be evaluation programs designed for confidential staff and management staff. Having different evaluation programs recognizes and addresses the differences in employee groups. The reaction from staff to the revised plans has been very positive and most employees see them as a marked improvement. Supervisors will receive training in using the evaluation documents.
- 6C First Reading New Policy, Telecommuting—GCJA/GDJA
This new policy was submitted for a first reading; however, the policy has been under development for approximately two years. During the last year and a half, the policy has been in a “test phase” with some of our school psychologists.

7. Superintendent's
Report

- 7A Financial Report
Kent Stephens, fiscal services director, reviewed the financial report for January 2001. Patterns for revenue and spending are very favorable.
- 7B Resolution Status, 2001-02
Eugene School District Board of Directors will act on the 2001-02 resolutions at their February 28 meeting. All other Lane County school districts have approved the resolutions.
- 7C Information Services Selection Update
The first phase of selecting an alternative to OTIS application services by the Lane County consortium (14 school districts and the ESD) is complete. The next phase is to select the vendor, and begin negotiations to establish contract provisions and price. The group anticipates this phase to be completed by Spring Break. The final phase would be the installation, conversion and implementation of IS services in the 14 districts and the ESD. This will take considerable coordination among members of the consortium, and commitment of time and resources by the individual districts for training and data conversion. The consortium is considering various methods of managing the complex elements of conversion and implementation, e.g., identifying a project manager. Lane ESD will continue to provide network services. Kent Stephens, Michelle Mantel, Randy Trummer and Tom Ridgway have represented ESD interests and provided professional guidance, when appropriate, to the 14 school districts throughout the process.
- 7D Superintendents' Subcommittee Update
Lane County superintendents identified a nine-member subcommittee charged with the task of developing recommendations for dealing with Resolution 1 (Technology) dollars in (a) 2001-02, and (b) 2002-03 and beyond. To date, the subcommittee has met twice—January 18 and February 12—for a total of five hours. It is scheduled to meet again on March 12.

The subcommittee agreed that 2001-02 resolutions will reflect Lane ESD current service areas and service levels. They reaffirmed that efforts should be underway to begin a planning process that will result in identification of resolution services and service levels for 2002-03 and beyond.

At the outset of the Monday, February 12 meeting, the subcommittee identified the task for the day as: "[t]o determine how best to resolve and direct Resolution 1 (Technology) dollars for 2002-03 and beyond." Four options were identified. However, the groups' progress was stalled by a discussion of what it would take to provide network support for 2001-02. This was the first time that the superintendents had seen all network costs aggregated and the reaction was "sticker shock." The subcommittee asked that a group of technology specialists from districts meet with OTIS representatives to gain a better understanding of services to be provided to support network support services, i.e., wide-area network, Internet and e-mail. (Subsequently, Craig Hawkins and Bob Bauer from Bethel spent several hours with OTIS network services manager, Randy Trummer. They considered the network support services budget to be "reasonable.")

The superintendents were told that about \$12.50 per ADMw would be available for transition expenses (money available to help districts convert to a new system). The \$12.50 per ADMw figure is equivalent to the amount that Eugene 4J is expected to receive as cash-in-lieu of technology services at the 60% level for 2001-02. The transition money is in addition to Lane County school districts receiving both OTIS student and financial services for 2001-02. For 2002-03, the 14 school districts in the consortium will receive approximately \$20 per ADMw to provide for student and financial application services. The mechanics of how this will work is yet to be determined. However, the superintendents are well aware that the ESD Board is not enamored with a "cash-in-lieu" philosophy of funding services that districts want to do on their own. Further, they are also cognizant that whatever plan surfaces out of this group must be saleable to the ESD Board.

7E

Mission, Guiding Values, Priorities and Standards

Earlier in the year, the ESD Board reviewed and commented on the initial draft of the Mission, Guiding Values, Priorities and Standards. Accordingly, changes have been made to the document. The ESD management team reviewed the changes and agreed to use the document as a guide for decision making and goal setting through the remainder of the year. A strategy and timeline will be developed for disseminating it throughout the organization. It remains a work in progress. The superintendent suggested that it be reviewed on an annual basis to assure its continued relevance and applicability. The Board will play a critical role in that review.

7F

Legislative Update

The administration will review the status of legislation critical to the operation of Lane ESD and the welfare of public education, in general.

8. Information from Administrative Staff

8

Special Education: Carol Knobbe reported that Lane ESD will conduct a survey with Lane County school districts regarding the services to students with behavior disorders. Discussions continue regarding the disparity between capacity and need in the Life Skills programs, and a plan is being developed by the special education subcommittee to deliver to superintendents. Lane ESD Life Skills teacher Colleen Wright was selected as the KVAL teacher of the month.

Curriculum and Staff Development: Eileen Palmer, along with Mike Gleason and Jon Elvert, is visiting sites using the Skyvision equipment in conjunction with the learning center concept.

9. Board Member
Presentations and
Comments

9A Committee and Liaison Reports:

LCOG—Director Miller reported that the State of Oregon will be reviewing the senior and disabled services program which is provided in Lane County by LCOG through a contract with the State. LCOG will have their July 26 meeting at Lane ESD.

OSBA—Director Duerst-Higgins reported that the OSBA Legislative Committee met on February 25 and 26. Sherry also commented that the Lane ESD management staff recently met with the South Lane School Board—ESD staff gave a very positive presentation.

Lane Education Foundation—Director Berney reported the Foundation Board is very energetic and will be considering funding opportunities. Joe commented that he is attending the OSBA Leadership Academy.

10. Announcement/
Correspondence

10A There were no announcements.

11. Public
Participation

11 There was no public participation.

12. Adjournment

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

The next meeting of the Lane ESD Board of Directors will be on Tuesday, March 20, 2001, beginning at 7:00 p.m., at the ESD Center Building

13. Executive Session

13 An Executive Session was called under provisions of ORS 192.660 (1)(D)(i)


Minutes approved:

3-20-01
(date) BJM

Attachments to official minutes:

1. Renewal Probationary Licensed staff for 2001-02
2. Contracts for Licensed, Non-Administrative Staff for 2001-02
3. Contracts for Licensed, Administrative Staff for 2001-02


Don Kimball, Chairperson


Mike Vermillion, Superintendent-Clerk

Lane ESD
Licensed/Professional Staff
Recommendations for 2001-02 Contract Extension

Name	Position	Hire Date
Probationary 1 to Probationary 2		
Bateman, Lisa	Teacher, Lane School	08/29/00
Goodwin, Janine	Teacher, Life Skills	08/28/00
Hayden, Rosannah	Speech Therapist	08/29/00
Shipley, Karin	School Psychologist	08/29/00
Young, Robert	C/SD Specialist	07/13/00
Probationary 2 to Probationary 3		
Barbour, Joshua	Teacher, Lane School	09/01/99
Brenneman, Todd	Teacher, Life Skills	09/01/99
Everett, Susannah	School Psychologist	09/01/99
Gardner, Christine	Teacher, Lane School	09/01/99
Glenn, Anne	Teacher, Life Skills	09/01/99
Kenyon, Wendy	Teacher, Lane School	08/31/99
Libby, Donna	ESD/Autism Consultant	09/01/99
Loneragan, Thomas	Teacher, Lane School	08/31/99
Nowatzke, Melissa	Teacher, Lane School	09/01/99
Passenger, Bradley	ESD/Autism Consultant	09/01/99
Picard, Aggie	ESD/Autism Consultant	09/01/99
Wiley, Martha	ESD/Autism Consultant (.80)	09/01/99
Probationary 3 to Non-Probationary		
Curtis, Robert	C/SD Specialist	08/03/98
Gentile, Irma	Life Skills Education Teacher	07/01/98
Gunson, Kristen	C/SD Specialist	08/03/98
Jonas, Steven	Life Skills Education Teacher	09/02/98
Itzkowitz, Sandy	Teacher, Life Skills	09/02/98
McCormack, Catherine	School Psychologist	08/27/97
Wilson-Knoll, Mary Jean	C/SD Specialist	08/03/98

Continued on next page

Non-Probationary		
Aaron, Gigi	ESD Consultant/Autism Consultant	08/28/90
Armstrong, Michael	School Psychologist	09/01/93
Bailey, Michael	School Psychologist	08/29/91
Berger, Carol	Speech Therapist	09/01/87
Brannan, Patricia	Teacher, Life Skills	12/02/96
Coiner, Robert	Specialist, School Improvement	12/02/96
Crain, Dan	Teacher, Life Skills	08/29/95
Deeks, Virginia	Speech Therapist	08/29/89
Dilliplane, Dorothy	Teacher, Lane School	08/28/90
Faulkner, Cheryl	Teacher, Life Skills	08/29/89
Fields, Valda	ESD/Autism Consultant	01/10/94
Galbreath-Sheredy, Gail	Teacher Consultant	08/29/95
Granzin, Alexander	School Psychologist	08/25/80
Henderson, Kathryn	Specialist, School Improvement	09/01/89
Hornfelt, Lori	Augmentative Communication Specialist	08/29/95
Kemp, Dorothy	Teacher, Lane School	09/01/87
Kozlowski, Jean	Teacher, Life Skills	10/26/88
Krenk, Laura	Teacher, Life Skills	08/28/90
Lary, Lynn	C/SD Specialist	10/03/94
Lee, Richard	School Psychologist	08/28/97
Lesch, Sandra	Teacher, Lane School	09/27/88
Lund, Lori	Specialist, Scar/Jasper	11/22/99
Lynch, James	Teacher, Juvenile Justice Center	08/19/82
Madison, David	School Psychologist	08/27/97
Mallchok, Jeanne	Adaptive PE Teacher	10/19/90
Michaels, Christopher	Teacher Consultant	10/14/96
Myska, Margaret	Lane School Teacher	08/27/97
O'Neil, Eugene	Teacher, Life Skills	08/29/95
O'Shea, Diana	Teacher, Life Skills	08/28/96
O'Shea, Rick	Teacher, Life Skills	08/31/94
Pierce, Alan	Teacher, Juvenile Justice Center	08/20/84
Reinker, Patricia	School Psychologist	08/28/78
Shelters, Joan	Teacher, Life Skills	08/29/95
Siemerink, Monique	School Psychologist	02/02/87
Smith, Stephanie	School Psychologist	08/29/89
Thames, Scott	Teacher, Life Skills	01/28/82
Thomas, Sheila	Teacher, Life Skills	08/28/90
Thompson, Annette	Speech Therapist	09/01/93
Tolbert, Barbara	ESD/Autism Consultant	08/29/95
Van eekeren, Marietta	ESD/Autism Consultant	08/29/95
Waggoner, Mickey	Teacher, Life Skills	08/27/79
Wallace, Robyn	School Psychologist	09/01/87
White, Kathryn	Specialist, C/SD	08/03/92
Wright, Colleen	Teacher, Life Skills	08/27/97
Non-Renewal		
None		

Lane ESD
Licensed Administrative Staff
Recommendations for 2001-02 Contract Extension

Name	Position	Hire Date
Non-Probationary		
Black, Kim	Manager, Lane School	08/29/95
Hartshorne, Robin	Manager, Life Skills Education Program	08/31/94
Knobbe, Carol	Director, Special Education	09/03/84
Livingston, Alan	Manager, Human Resources/Auxiliary Services	08/13/71
Mathisen, Sue	Manager, Life Skills Education Program	08/29/89
Palmer, Eileen	Director, Curriculum/Staff Development	01/04/99
Telep-Manclark, Donna	Manager, Life Skills Education Program	11/17/97
Weill, Paul	Manager, School Improvement	08/19/96
Wiggins, Carol	Manager, marketing and Communication	08/11/80

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – January 23, 2000

Special Meeting

The special meeting of the Lane Education Service District Board and the Lane County Fair Board was called to order at 6:00 p.m. on Tuesday, January 23, 2001. ESD Board members in attendance were Don Kimball, Sherry Duerst-Higgins, Tom Hueber, Joe Berney, Jerry Miller, and Jim Swanson. Fair Board members present were Dean Hanson, Francisca Johnson, Charles Warren, and Tim Hunton. Others attending were Mike Vermillion, Mike Gleason, Kathy McDermott, Barbara McBurnett, Eileen Palmer, Jon Elvert, Kent Stephens, Alan Livingston, Carol Skondin, Carol Wiggins, Frank Landrum, Carol Knobbe, Harold Turnquist, Andy Peara, Maurice Thorne, and Tom Anderson.

The purpose of the special meeting was to publicly announce the partnership between Lane ESD and the Lane County Event and Sport Center with the Lane County Board of Commissioners to endorse, construct, operate and sustain the Planetarium and the Education Learning Center. Fairgrounds manager Mike Gleason unveiled the architectural plans and talked about the vision for the planetarium and learning center and their educational importance and value to schools. Curriculum/staff development director Eileen Palmer, planetarium manager Jon Elvert, ESD Board chair Don Kimball, and Fairgrounds board chair Francisca Johnson each shared their enthusiasm and support for this collaborative effort and important opportunity for Lane County students.

The special meeting was adjourned at 6:45 p.m.

1. Regular Meeting
Call to Order

- 1 Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, January 23, 2001, in accordance with the agenda and public notice of the meeting.

Board Members present were: Sherry Duerst-Higgins, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson; advisory members Chuck Forster and Pat Rogers. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Eileen Palmer, Alan Livingston, Carol Wiggins, and Barbara McBurnett, recording secretary.

Others attending were: Laura Krenk, Lynda Harris, Kim Black, Lynne Bronson, Josh Barbour, Lisa Bateman, Sandra Lesch, David Madison, Lisa Sergy, Michelle Presba, Margo Hymer, Kim Condon, Lisa Dillon, and Lane School students and families.

2. Recognition of
Staff and/or Public

- 2 There was no staff or public recognition.

3. Introduction of
Guests

3. Lane School staff, students, and parents were introduced.

4. Public Participation

- 4 There was no public participation.

5. Action Items

- 5A The following action items were included in the Consent Agenda approval:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.

(1) Approve Board minutes of December 5, 2000

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting December 5, 2000, as submitted.

(2) Accept monthly Human Resources Report and approve personnel recommendations

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated January 19, 2001, as submitted.

(3) Adopt policy revisions

The following policies are being submitted for a second reading and Board adoption.

BE IT RESOLVED that the Board of Directors of Lane ESD adopts policy revisions for Policies JGB – Detention of Students, JHCD – Administering Medicines to Students, JHFE – Reporting of Suspected Child Abuse, as submitted.

(4) Approve Grants/Contracts Awarded Report and authorize the receipt of funds.

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Grants/Contracts Awarded report and authorizes receipt of funds.

DIRECTOR DUERST-HIGGINS 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, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES.**
(ESD Resolution # 00-025)

5B Approve Board Member Leave

Director Michelle Holman informed the Board that she will be out the country from January 11, through April 2, 2001, and will miss three Board meetings. Concern was expressed that Board policy may require that the position be declared vacant with the extended absence. A legal opinion was requested. Joe Richards, the ESD's attorney, rendered an opinion in which he states, "[Ms. Holman's absence] does not present a problem for the Board or Ms. Holman if the Board approves of her absence and if the Board assigns her duties, such as review and respond to the Superintendent's report to the Board, during her absence.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves Michelle Holman's absence from January, February, and March 2001 ESD Board meetings, and instructs the administration to forward the Superintendent's Report to her for comment during her absence. Director Huebner seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 00-026)

6. Discussion/
Reports

6A Lane School Presentation

Kim Black, Lane School Program Manager, staff and students presented highlights of the Lane School program. The Lane School program is designed for students in grade 4-8 who have experienced significant behavior difficulties in school. A K-3 classroom is located at a Springfield elementary school. Students described the program which is based on a four-level system:

- Level 1: Orient new students and their parents to academic and behavior expectations of the program.
- Level 2: Teach students academic and social behaviors considered critical to success in school.
- Level 3: Provide opportunities for repeated practice of critical academic and social behaviors learned in level 2.
- Level 4: Practice critical classroom and school behaviors in home school settings with assistance from classroom teacher, transition specialist, teacher consultant and home school staff.

Students generally spend nine to thirteen months at Lane School before returning to their home school.

- 6B Intergovernmental Agreement with the Fair Board
Joe Richards, the ESD Board attorney, has drafted an Intergovernmental Agreement that will govern the relationship between the Fair Board and the ESD Board with respect to Lane ESD Planetarium operation. Although in favor of processes that involve other agencies, some concern was expressed by Board members about property ownership and distribution of Planetarium assets if the partnership did not finalize. It was also noted that many assets would be acquired with donated funds during and after the move. CPA's for Lane ESD are reviewing this section of the agreement. Director Palmer reminded the Board that funding for the move and equipment must be secured by April, or the ESD and fairgrounds cannot move forward with the plan, since neither agency is in a position to finance the move. Board members will be updated as plans move forward.
- 7A Financial Report
Kent Stephens, fiscal services director, reviewed the financial report for December 2000. There are no major concerns, and at the half-way point in the year, the ESD has collected more revenue and spent less funds than projected.
- 7B Auditor Report to Management
The written "Report to Management" submitted by Lane ESD auditing firm Jones & Roth is attached. A verbal report was given at the December Board meeting. There were no comments or findings. However, efforts will begin to cross-train accounting staff.
- 7C Federal Forest Fees
Federal legislation, supported by Senators Ron Wyden and Gordon Smith, will bring additional federal dollars into Lane County. By law, the County divides its forest revenue 25% to the County School Fund and 75% to the road fund. The 25% is then distributed to all school districts in Lane County on a per pupil basis.
- Currently, the Federal Forest Fees distributed to schools through the State funding formula offset the requirement for the State to distribute a like amount of money to schools. Therefore, Federal Forest Fees become a revenue source for the State and not a revenue source for local school districts. The intent of the Federal legislation is that the additional Federal Forest Fees, promoted by our congressional delegation, benefit local school districts. Under these circumstances, State law and Federal intent collide. There are political forces on both sides of the issue; there is support to maintain the status quo and there is support to remove the "offset" provision in the State distribution formula to allow the additional Federal Forest Fees to flow to local school districts. The superintendent will provide the Board with a status report on the issue.
- 7D Information Services Selection Update
Business and student information systems selection processes are continuing with the selection committee made up of the 14 district business managers and ESD fiscal services director Kent Stephens. Two companies, NCS and Pentamation have been selected as finalists based on demonstrations and reference checks. Site visits will be made to see the software in actual use.
8. Information from Administrative Staff
- 8 Facilities manager Alan Livingston commented that bids have been received on the chiller and pump replacement equipment (official attachment). There will be two separate bids—one for equipment and one for installation. The new system could provide a 25% energy savings.
- Special education director Carol Knobbe commented that the governor's budget contained a budget reduction for regional programs which would mean a reduction the regional program Lane ESD currently offers to Lane County districts.

9. Board Member
Presentations and
Comments

9A Committee and Liaison Reports:

Fiscal services director Kent Stephens commented that the budgeting process for the 2001-02 year is beginning.

Superintendent Vermillion thanked Carol Knobbe for the Lane School staff and student presentation. He also thanked curriculum/staff development director Eileen Palmer for her efforts in the planning of the Planetarium relocation.

LCOG—Director Miller reported that LCOG will meet on January 24. An agenda item will be to consider meeting sites for the coming year, and Director Miller will offer the Lane ESD facility for a meeting.

OSBA Board—Director Duerst-Higgins reported that the OSBA Board will meet to prepare for the upcoming legislative session; she will also be visiting Washington DC as a member of the OSBA Board. Sherry will run for another term on the South Lane School District Board.

Lane Education Foundation—Board Chair Kimball appointed Joe Berney to the Lane Education Foundation.

9B Reports from Advisory Board Members:

Social services advisor Pat Rogers reported that Lane County was one of five agencies in the United States to receive a federal grant for child protective services. The five-year grant targets children exposed to domestic violence and is \$350,000 per year.

Employment training advisor Chuck Forster reported that Lane Workforce Partnership has received a two-year one million dollar grant to retrain the local workforce. LWF partnership will partner with KEZI to sponsor a job fair, Jobworks 2001, targeting adults.

10. Announcement/
Correspondence

10 There were no announcements or correspondence.

11. Public
Participation

11 There was no public participation.

12. Adjournment

The meeting was adjourned at 8:45 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday, February 27, 2001, beginning at 7:00 p.m., at the ESD Center Building

13. Executive
Session

13 An Executive Session was called to order at 8:55 p.m. under provision of ORS 192.660 to discuss personnel issues. The meeting was adjourned at 9:55 p.m.

Minutes approved:

2-27-01
(date) BJM *bm*

Attachments to official
minutes:

1-Chiller/Pump Replacement
Information


Don Kimball, Chairperson


Mike Vermillion, Superintendent-Clerk

**LANE
EDUCATION SERVICE DISTRICT**



1200 Highway 99 North
P.O. Box 2680
Eugene, Oregon 97402-0374
(541) 461-8200 FAX (541) 461-8298

January 23, 2001

TO: Mike Vermillion
Superintendent

FROM: Alan Livingston
Manager, Human Resources/Auxiliary Services

RE: Chiller and Pump Replacement

Working in conjunction with the engineering firm of Hatten/Johnson Associates, Lane ESD requested and received bids for a chiller and chiller pump replacement. The project has been separated into two segments, the first being equipment and the second installation. This was done so we could get the equipment ordered in time for delivery and installation before the next cooling season.

Two bids each were received for the chiller and the pumps. They are as follows:

Lane ESD Chiller Replacement Equipment Purchase Package Water Cooled Screw Water Chiller Vertical In-line Pumps			
Company	Chiller Replacement	Pump Replacement	Bid
Mechanical Sales Inc.		X	\$2,420
Johnston Pump Company		X	\$2,880
Airefco, Inc.	X		\$26,484
The Trane Company	X		\$31,289

Hatten/Johnson Associates will determine if the low bids meet specifications and if so we will order the equipment immediately thereafter.

A request for installation bids will be sent out in February anticipating that getting out early will provide us the most competitive pricing.

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – December 5, 2000

- | | | |
|------------------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Special Meeting | 1 | <p>Chairperson Don Kimball called the meeting to order at 6:00 p.m. on December 5, 2000, in a special meeting to interview applicants for Board Position 1, Zone 1, vacated by Vern Bittner upon his resignation effective October 31, 2000. Board members present were Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Others attending were Superintendent Mike Vermillion, Kent Stephens, Carol Wiggins, Eileen Palmer, and recording secretary Barbara McBurnett.</p> <p>Board members interviewed two applicants for the vacated position: Chris Bevans and Tom Huebner. According to the adopted procedure (Board Policy BBE), when there are only two candidates, the Board member will be selected by majority vote of the Board membership. Directors Duerst-Higgins, Holman, Kimball, Miller, and Berney voted for Tom Huebner. Director Swanson voted for Chris Bevans.</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD has canvassed the Board's votes to fill the vacant Board position #1 and declares Tom Huebner as duly appointed to that position (ESD Resolution #00-020)</p> <p>The oath of office was administered to Mr. Huebner by Chair Kimball.</p> <p>The special meeting was adjourned at 6:50 p.m.</p> |
| 2. Regular Meeting
Call to Order | 2 | <p>Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, December 5, 2000, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Huebner, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Kent Stephens, Carol Knobbe, Eileen Palmer, Alan Livingston, Carol Wiggins, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Laura Krenk, Linda Harris, and Ken Hadlock</p> |
| 3. Recognition of
Staff and/or Public | 3 | <p>There was no staff or public recognition.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.</p> <p>(1) Approve Board minutes of October 24, 2000
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting October 24, 2000, as submitted.</p> |

5. Action Items
(continued)

(2) Monthly Human Resources Report (removed from consent item to item 5D)

(3) Accept grant awards

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Grants/Contracts Awarded report and authorizes receipt of funds.

(4) Adopt policy revisions

BE IT RESOLVED that the Board of Directors of Lane ESD adopts policy revisions for Policies JHCCA—HIV+ Students; and JHCCB—HIV, AIDS, as submitted.

(5) Accept Microsoft Corporation gift

Microsoft Corporation has contributed products with an estimated value of \$10,980. As specified in Policy KH—Gifts, Grants, and Donations, the contribution is submitted for approval.

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Microsoft Corporation software contribution with an estimated value of \$10,980.00.

DIRECTOR DUERST-HIGGINS 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 BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 00-021)**

5B Authorize Submission of 2001-02 Resolutions to Local District Boards

2001-02 Resolutions are being submitted with a few minor changes to better organize the resolutions. These changes are indicated where they occur in the document. Other than the minor reorganization, the resolutions are basically the same as the 2000-01 resolutions. Costs associated with resolution services cannot be identified until funding for the next biennium is known.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the 2001-02 resolutions as presented and authorizes submission of the resolutions to Lane County school boards for review and action. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 00-022)**

5C Accept 1999-2000 Financial Audit

The audit committee met with Jones & Roth representatives on Tuesday, December 5, at 10:00 a.m. The committee reported that the auditors were very complimentary regarding accounting procedures and records. There were no violations and no federal reports required

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD acknowledges receipt of the Financial Statements and Supplementary Information, for the year ended June 30, 2000. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 00-023)**

5D The Human Resources was revised to include the retirement of Frank Landrum, media services manager, effective January 21, 2001; and the resignation of Ken Hadlock, accounting supervisor, effective December 29, 2000.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the revised Human Resources Report to the Board revised December 5, 2000. Director Holman seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, DUERST-HIGGINS, HOLMAN, HUEBNER, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 00-024)**

6. Discussion/
Reports

- 6A V-Tel Distance Learning Report
Communications and marketing manager Carol Wiggins presented a report on the V-Tel Distance Learning program which was made possible by Senate Bill 622. Lane ESD is one of two Lane County sites offering the interactive video communications system that allows two-way audio and video communication.
- 6B Board Position Election Filing Timeline
Board terms expire on June 30, 2001 for:
- position 1--zone 1 (currently filled by Tom Huebner),
 - position 3--zone 3 (currently filled by Don Kimball), and
 - position 6--zone 6 (currently filled by Jerry Miller).
- The election for these positions will be March 13, 2001. A prospective candidate must file a completed Filing of Candidacy for Special District Nomination (SEL 190), accompanied by a \$10 fee, with Lane County Elections. The time period for filing is December 4 through January 11.
- 6C Policy Revisions
The following policies have been revised according to the OSBA policy audit and are being submitted to you for a first reading. Removed text has a strikeout and new text is underlined.
- JGB – Detention of Students
 - JHCD – Administering Medicines to Students
 - JHFE – Reporting of Suspected Child Abuse
- 6D Board Member Absence
Director Michelle Holman has informed Chair Kimball and Superintendent Vermillion that she will be out of the country from January 11 through April 2, and will miss three Board meetings. Board Policy BBD, Board Member Removal from Office, indicates that the position shall be declared vacant if a Board member ceases to discharge the duties of office for two consecutive months unless prevented therefrom by unavoidable causes. Board members indicated a desire to retain Ms. Holman as a Board member and directed Superintendent Vermillion to research the law regarding Board member absence.

7. Superintendent's
Report

- 7A Financial Report
Financial services director Kent Stephens reviewed the financial report for October 2000. Expenses and revenues continue as expected.
- 7B Information Services Update
Superintendent Vermillion on the status of application services provided by the OTIS area:
1. In 1999-2000, the Lane ESD Board passed a resolution to provide OTIS services through June 30, 2002. Application services, business and student, will not be provided beyond that date.
 2. Networking applications will continue to be provided as a fee service for districts in and out of Lane County that wish to purchase those services.
 3. The ESD is in the process of writing agreements for those districts that receive OTIS services through June 30, 2002. There will be two agreements—one for business services and one for student services.
 4. Bethel is proceeding with leading the process of searching for options for both student and business applications.

8. Information from
Administrative Staff

- 8 Director of curriculum/staff development Eileen Palmer reviewed the grants received report (consent agenda report). Curriculum and staff development staff apply for many grants and not all of those applied for are awarded to the ESD. Staff are currently writing a \$300,000 grant application for a Goals 2000 grants which would involve many of the teachers and schools in Lane County.

Ms. Palmer also provided a status report on the Planetarium move to the fairgrounds. The fair board and the Lane County commissioners had a joint meeting regarding the move that was positive. The two entities will collaborate to secure funding for the Planetarium move. There will be another joint meeting on December 13.

Special education director Carol Knobbe commented that she is working with Lane County special education directors to address the Life Skills program growth. She also commented that the Governor's budget includes a \$5 million cut for regional programs which would impact Lane County and the ESD regional program.

Facilities manager Alan Livingston commented that the ESD will begin an RFP process for the needed replacement of the chiller. The expected cost is \$80,000 to \$90,000.

9. Board Member
Presentations and
Comments

9A Committee and Liaison Reports:

LCOG—Director Miller reported that the LCOG appreciation dinner will be January 11. The LCOG board also moved to increase the dues structure by 3.5%. The will increase the ESD annual dues for 2001-02 to \$397.

OSBA—Director Duerst-Higgins reported that as OSBA vice president she will be attending the NSBA regional meeting the weekend of December 8.

AESA—Board members Swanson, Berney, and Kimball recently attended the AESA Conference in Las Vegas and reported that it is specifically for ESD's and the sessions were extremely worthwhile.

10. Announcement/
Correspondence

10A A letter from Merrill Levine at Lowell School District was included in the board packet. Ms. Levine commends Lane ESD staff Kathy White, Mary Jean Knoll, Kathryn Henderson, and Paul Weill for their expertise and efforts in the programs provided to Lowell School District.

11. Public
Participation

11 There was no public participation.

12. Adjournment

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

The next meeting of the Lane ESD Board of Directors will be on Tuesday, January 23, 2000, beginning at 7:00 p.m.

13. Executive
Session

13 An Executive Session was called to order at 8:55 p.m. under the provisions of ORS 192.660 (1)(i). The Executive Session was adjourned at 9:08 p.m.


Minutes approved:

1-23-01
(date) BJM *bjm*

Attachments to official
minutes:

1, Revised Human
Resources Report


Don Kimball, Chairperson


Mike Vermillion, Superintendent-Clerk

CLASSIFIED STAFF (Information)

	Name	Position	Effective Date	Notes
<i>Appointments</i>	Martin Champion	Educational Assistant	11/1/00	3.5 hr, Spencer Butte MS
	Frankie Cox	Educational Assistant	11/1/00	3.5 hr, Lincoln MS
	Melissa Rizzo	Educational Assistant	11/15/00	6 hr, Lincoln MS
	Rhea Larsen	Educational Assistant	11/16/00	3.5 hr, Maple Elem.
	Sonja Ordonez	Educational Assistant	11/30/00	3.5 hr, Spring Creek Elem.
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>	Sharon Irwin	Educational Assistant	10/6/00	Resignation
	Amanda Stouder	Educational Assistant	10/6/00	Resignation
	Diane DeVasier	Educational Assistant	10/20/00	Resignation
	Miki Royer	Educational Assistant	11/10/00	Resignation
	Keri Sharp	Behavioral Assistant	12/19/00	Resignation
	Faye Cook	Secretary II	12/31/00	Retirement
<i>Change of Status</i>	Patrick Mahoney	Data Processor I	10/1/00	To Network Technician II
	Steven Traylor	Electronic Technician	10/1/00	To Network Technician I
	Tiersa Turner	Educational Assistant	10/23/00	From 3.5 hr to 6 hr
	Kathleen Allison	Clerk III	11/1/00	To Media Computer Operator
	Jacqueline McKamey	Educational Assistant	11/6/00	From 3.5 hr to 6 hr
	Anne Neely	Educational Assistant	11/28/00	From 3.5 hr to 6 hr

VACANCY NOTICES (Information)

Position	Closing Date	Notes
00019 – Autism Consultant	Open until filled	
00033 – Educational Assistant	10/20/00	In process
00035 – Educational Assistant	10/26/00	Not filled
00036 – Teacher, Life Skills	11/22/00	In process
00037 – Educational Assistant	11/16/00	6 hr, Temporary
00038 – Educational Assistant	11/16/00	3.5 hr, Temporary
00039 – Educational Assistant	11/16/00	3.5 hr, Temporary
00040 – Educational Assistant	11/16/00	3.5 hr, Temporary
00041 – Educational Assistant	11/16/00	3.5 hr, Temporary
00042 – Behavioral Assistant	12/01/00	7 hr, Temporary
00043 – Educational Assistant	12/8/00	6 hr, Temporary
00044 – Secretary II	12/11/00	Temporary for 2000-2001

HUMAN RESOURCES REPORT TO LANE ESD BOARD

November 29, 2000

REVISED 12/5/00

LICENSED STAFF (Action)

	Name	Position	Effective Date	Notes
<i>Appointments</i>				
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>	Karen Grimm	Teacher, Life Skills	11/6/00	Resignation
<i>Change of Status</i>				

ADMINISTRATIVE STAFF (Information)

	Name	Position	Effective Date	Notes
<i>Appointments</i>				
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>	Ken Hadlock Frank Landrum	Accounting Supervisor Manager, Media Services	12/29/00 1/31/01	Resignation Retirement
<i>Change of Status</i>				

Continued on next page

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – October 24, 2000

- | | | |
|------------------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, October 24, 2000, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Vern Bittner, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson; advisory members Chuck Forster and Pat Rogers. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Eileen Palmer, Kent Stephens, Alan Livingston, Carol Wiggins, Harold Turnquist, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Paul Weill, Robert Young, Laura Krenk and Ken Hadlock</p> |
| 3. Recognition of
Staff and/or Public | 3 | <p>There was no staff or public recognition.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.</p> <p>(1) Approve Board minutes of September 19, 2000
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting September 19, 2000, as submitted.</p> <p>(2) Approve Board minutes of October 3, 2000
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting October 3, 2000, as submitted.</p> <p>(3) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated October 19, 2000.</p> <p>(4) Adopt Policy Revisions
The following policy revisions are being submitted for a second reading for Board approval.
BE IT RESOLVED that the Board of Directors of Lane ESD adopts revisions for Policies EBBA – Infection Control – HIV, AIDS; EBBB – Accident Reports; JB – Equal Education Opportunity; JGDA – Discipline of Disabled Students; and JHC – Student Health Services and Requirements, as submitted.</p> <p>(5) Adopt New Policies
The following new policies are being submitted for a second reading for Board approval.
BE IT RESOLVED that the Board of Directors of Lane ESD adopts new Policies IGAEA – IV, AIDS and HBV Health Education; and JFCM – Threats of Violence, as submitted.</p> |

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Bittner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.**
(ESD Resolution # 00-016)

5B Accept Annual Report

In compliance with Oregon Law, Lane ESD is required to prepare and submit an annual report to the Oregon Department of Education. The 1999-2000 Annual Report was distributed to Board members. The report contains information on program participation, staffing and costs. It also includes required ODE information and evaluative data gathered from school districts. The report is due at the Oregon Department of Education by October 31, 2000.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the 1999-2000 Annual Report and authorizes its submission to the Oregon Department of Education. Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 00-017)

6. Discussion/
Reports

6A Curriculum/Staff Development School Improvement Programs

Paul Weill will presented an introduction and overview of programs and services provided by the Lane ESD School Improvement Team. The sixteen school improvement staff members provide services in career learning/CAM, general education/CIM, and safe, and healthy schools/prevention. Highlights from last year were reviewed and new initiatives for this year will were shared. Robert Young, a new specialist, was introduced. The school improvement area has \$3,889,259 in grants for 2000-01.

6B Policy Revisions

Policies JHCCA–HIV+ Students, and JHCCB–HIV, AIDS, have been revised according to the OSBA policy audit and were submitted to the Board for a first reading. Removed text has a strikeout and new text is underlined.

7. Superintendent's
Report

7A **Fiscal services director Kent Stephens reviewed the financial report for January 2000.** Projections are positive, although the State funding formula has been revised down due decreased student enrollment countywide.

7B Audit Review Committee

Last year, Board members chose to select an audit review committee to receive the audit report from the fiscal auditors at a place other than the Board meeting. The committee consists of two Board members, the superintendent, and the fiscal services director; the committee then reports to the Board. Board member Don Kimball volunteered for the committee.

7C Information Services Report

District representatives consisting of business managers, superintendents and technical staff attended meetings on October 2 and 16 to discuss strategies for Lane County information services. Superintendents continued the discussion at their meeting on October 19. The group of 15 districts (14 districts and Lane ESD) will look at options to replace business and student information systems. Bethel School District has begun looking at systems and agreed to be the "point" for organizing and communication of demonstration times. A representative group of superintendents will review Resolution 1 programs and dollars to determine the best allocation for all districts.

8. Information from
Administrative Staff

- 7D Mission, Guiding Values, Standards and Priorities
The document has been revised to include Board input from their meeting on October 3. At that meeting, Board members questioned the use of the word "client" rather than "component". Client allows for reaching across boundaries for offering services.

- 8 Curriculum/staff development director Eileen Palmer reported on the Lane County Fair Board meeting at which the ESD Planetarium move was discussed. The board is concerned about operating capital and wants a commitment from a funding source before authorizing the move. The board does feel that having the planetarium at the fairgrounds fits with their mission. Potential plans call for a new building to house the Planetarium.

Special education director Carol Knobbe commented on the need for an additional Life Skills classroom due to challenging students. She proposes that the special education contingency fund be accessed to create the classroom. Future funding would need to come from tuition increase. Carol is developing an equitable system for placements in the Life Skills program.

Communications and marketing manager Carol Wiggins distributed the Lane County Kids brochure developed by Lane County. The brochure was distributed through the ESD courier system. Carol recently presented ESD information to Lane County commissioners.

9. Board Member
Presentations and
Comments

- 9A Committee and Liaison Reports:

LCOG—Director Miller reported that the LCOG annual appreciation dinner is January 26.

OSBA—Director Duerst-Higgins reminded board members of the OSBA Annual Conference beginning November 10 in Portland.

Superintendent Evaluation—A summary report was distributed reviewing the October 3 meeting at which the Lane ESD Board evaluated the performance of Superintendent Vermillion (official attachment). **DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the evaluation for Superintendent Mike Vermillion dated October 2000. Director Bittner seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 00-018)**

- 9B Reports from Advisory Board Members

Social services advisor Pat Rogers reported that the Commission on Children and Families received a request from the Youth In Action/Youth Council for operation funding for another year. The commission approved \$21,300 for staff support.

Employment training advisor Chuck Forster distributed the new Lane Workforce Partnership brochure. The LWP board is seeking increased business involvement in services to youth. There are also discussions regarding the relationship between Lane Workforce Partnership and the Business Education Compact. Superintendent Vermillion serves on the board of LWP as well as the LWP Youth Council.

- 9C Chair Kimball encouraged Board members to attend component district board meetings when possible.

- 9D Chair Kimball called Board members' attention to the Board self-evaluation document enclosed with Board packet materials. He encouraged Board members to review, complete and return the document to the Board secretary for compilation.

10. Announcement/
Correspondence

- 10A Due to relocation, Director Vern Bittner submitted his resignation from the Lane ESD Board of Directors effective October 31, 2000. The Board regretfully accepted his resignation. **DIRECTOR MILLER MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the resignation of Vern Bittner from Zone 1, Position 1, of the Lane ESD Board of Directors, and directs the administration to advertise the vacancy. Director Holman seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 00-019)

11. Public
Participation

- 11 There was no public participation.

12. Adjournment

The meeting was adjourned at 9:05 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday, December 5, 2000, beginning at 7:00 p.m., at the ESD Center Building

13. Executive
Session

- 13 Chair Don Kimball called the Executive Session to order at 9:10 p.m. under provisions of ORS 192.660 (1)(l). Board members present were Joe Berney, Vern Bittner, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson.

The Executive Session was adjourned at 9:30 p.m.

Minutes approved:

12-5-00 bm
(date) BJM

Attachments to official
minutes:

1, Superintendent
Evaluation



Don Kimball, Chairperson



Mike Vermillion, Superintendent-Clerk

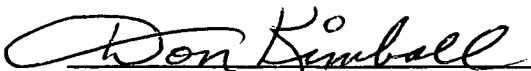
**Lane Education Service District
Superintendent Evaluation Report
J. Michael Vermillion
October 2000**

The Lane ESD Board of Directors met in executive session on October 3, 2000, to conduct its annual performance evaluation of Superintendent Mike Vermillion. All ESD board members were present and actively involved in this scheduled evaluation meeting.

The Board of Directors concluded that Superintendent Vermillion has consistently performed in accordance with its leadership and management expectations. In this context, individual directors identified a number of professional characteristics and leadership traits that they judged to be important elements of Superintendent Vermillion's outstanding performance.

- Superintendent Vermillion is a highly capable educational leader who has earned the trust of the ESD staff and who has consistently demonstrated effective communication and decision-making skills, both within and beyond the ESD.
- Superintendent Vermillion has gained the respect of superintendents and other representatives of the ESD's component districts and has effectively facilitated each district's participation in ESD programs and services.
- Superintendent Vermillion has consistently and effectively worked to address and resolve complex and difficult organizational issues, including the ESD budget prioritization and related fiscal reductions and the OTIS staff consolidation and related staff reductions.
- Superintendent Vermillion has worked well with members of the board, contributing to the board's vision and its focus on service goals and priorities. Throughout his tenure as superintendent, he has consistently helped the board accomplish its objectives.

While stressing these outstanding leadership and management capabilities, the ESD Board urged Superintendent Vermillion to increase efforts to improve patterns of staff-to-staff communication throughout the ESD. In particular, board members identified needs for training and other assistance that would enable management staff to communicate more effectively with their staffs and that would enhance staff-to-staff communications and team building.



Don Kimball, Chair



Jim Swanson, Vice-Chair

LANE ESD BOARD OF DIRECTORS' WORK SESSION
Tuesday – October 3, 2000

Call to Order

Chairperson Don Kimball called the work session to order at 5:55 p.m. Tuesday, October 3, 2000, in accordance with the agenda and public notice of the meeting.

Board Members present were Joe Berney, Vern Bittner, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller, and Jim Swanson. Others attending were Superintendent Mike Vermillion, Carol Knobbe, Alan Livingston, Frank Landrum, Paul Weill, Harold Turnquist, Carol Wiggins, Randy Trummer, Dick Withycombe—facilitator, and Barbara McBurnett—recording secretary.

Information Services Discussion

Lane County superintendents and their appropriate staff members were invited to attend two meetings to hear information and discuss strategies for finding a solution for Lane County information services needs. The first of those meetings was October 2, at which 14 Lane County school districts were represented. Information regarding the three strategies was presented. The strategies are:

1. All Lane County school districts would be served by the same student and business services software applications.
2. Lane ESD will actively participate in identifying student and business services software application solutions for those school districts wishing to participate in a consortium. Those not wishing to participate would be on their own to find and implement replacements for OTIS services.
3. Each Lane County school district would be responsible for finding its own information services solution. Concomitantly, Lane ESD would have to find a solution to meet its needs.

The next meeting is Monday, October 16, and is intended to finalize a recommendation to be forwarded to the Lane County Superintendents' Council for a decision on Thursday, October 19. The Lane ESD Board of Directors will receive a report at the October 24 meeting.

Some issues to consider in development of a decision are whether OTIS can be kept running long enough to get a new system in place (i.e., keeping staff may become an issue); Eugene and Springfield school districts do not have dates for implementation of their systems (student and business, respectively); consideration of a "bridge" strategy for old system ending and new system beginning; and the ESD has a responsibility to consider the good of each child in Lane County.

Mission, Guiding Values, Priorities and Standards Discussion

Board members received with the meeting agenda a draft copy of the Lane ESD Mission, Guiding Values, Priorities and Standards. Dick Withycombe was present to facilitate a discussion and obtain Board member input regarding the document. The 1999-2000 year was a reactive one for the ESD with various unexpected issues arising. The ESD Mission, Guiding Values, Priorities and Standards will create a framework with which to create goals for the agency and staff to be proactive. Initial development of the document began last year based on a variety of source documents. Dick facilitated a management team retreat in August to gather input and refine development.

Dick facilitated the Board's discussion and input through the document. Board comments will be incorporated into a revised ESD Mission, Guiding Values, Priorities and Standards.

Next steps include reviewing revisions at a cabinet meeting, presentation of the Mission, Guiding Values, Priorities and Standards to all ESD staff for comment, and to bring a further revised document back to the Board.

Superintendent Goals Discussion

The superintendent goals should be aligned with the ESD Mission, Guiding Values, Priorities and Standards. These goals include:

- A. Internal/external communications—A plan will be developed to proceed with improvement of communications taking into consideration recommendations in the Communications Audit.
- B. Employee evaluation—A first draft of a new employee evaluation system will be ready to share with the Board in February/March, with implementation by the 2000-01 year.
- C. Resolution content and process—Methods for improving identification of district needs are being discerned.
- D. Replacement of information services system—This is an ongoing activity to find the best solution for providing information services to Lane County school districts.
- E. Distance learning—Lane ESD has one of two systems in Lane County offering distance learning capability including two-way interactive video.

Ballot Measures

Director Swanson presented information to the Board on ballot measure initiatives. The Board of Directors took the following action. These resolutions are an official attachment to these minutes.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD opposes Ballot Measure 9. Director Holman seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 00-009)

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD opposes Ballot Measures 91, 93, and 8. Director Bittner seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 00-010)

DIRECTOR BERNEY MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD opposes Ballot Measure 86. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 00-011)

DIRECTOR HOLMAN MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD opposes Ballot Measure 88. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 00-012)

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD opposes Ballot Measures 92 and 98. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 00-013)

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD opposes Ballot Measure 95. Director Bittner seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 00-014)

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD supports Ballot Measure 1. Director Holman seconded and the **MOTION CARRIED WITH DIRECTORS, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, and MILLER, and VOTING YES. DIRECTOR SWANSON VOTED NO, AND DIRECTOR BERNEY ABSTAINED.** (ESD Resolution # 00-015)


Meeting Adjourned

The work session was adjourned at 8:07 p.m.

Executive Session

Chairperson Don Kimball called the meeting to order in Executive Session at 8:10 p.m., under provisions of ORS 192.660 (1)(l) evaluation of the superintendent. Board members present were Joe Berney, Vern Bittner, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. The Executive Session was adjourned at 9:30 p.m.


Don Kimball, Chairperson


Mike Vermillion, Superintendent-Clerk

Official attachments:

Draft Mission, Guiding Values, Priorities and Standards
Board resolutions regarding ballot measures

Minutes approved:

10-24-00 bj
bjm

**Sample Resolution
In Opposition to Measure 86**

WHEREAS, Measure 86 moves the surplus kicker law from state statute to the Oregon Constitution (the surplus-kicker law requires that when actual state General Fund revenue collections exceed the end-of-the-legislative-session estimate by two percent or more the entire excess is returned to personal and corporate income taxpayers); and

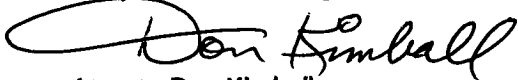
WHEREAS, by making the surplus-kicker law constitutional and thereby changeable only by a statewide vote of the people, the legislature's discretionary decision-making authority to spend this excess revenue for current programs, including education funding, is removed; and

WHEREAS, current (June 2000) state revenue estimates project that \$238 million is scheduled to be returned to personal and corporate income taxpayers in the fall of 2001 despite the critical financial needs of Oregon's public education institutions.

NOW, THEREFORE, BE IT RESOLVED, that the Lane Education Service District Board of Directors opposes Measure 86 as severely limiting the ability of the legislature to provide adequate funding for Oregon's school districts, education service districts, community colleges, and universities; and

BE IT FURTHER RESOLVED, that the Lane Education Service District Board of Directors urges community patrons to become actively involved in the campaign organized to defeat this measure and to communicate the negative impact this measure will have on the district's schools and other vital public services.

Adopted this 3rd day of October, 2000.



Attest: Don Kimball

Chairman, Lane Education Service District Board of Directors

**Sample Resolution
In Opposition to Measure 88**

WHEREAS, Measure 88 increases from \$3,000 to \$5,000 the maximum amount of federal income taxes that may be deducted from income on Oregon personal income tax returns; and

WHEREAS, Measure 88 reduces 2001-03 state General Fund revenue by an estimated \$168 million in the face of an already severe budget shortfall; and

WHEREAS, Measure 88 will, if approved, significantly impact the 2001 Legislature's ability to provide adequate funding for Oregon's public education system.

NOW, THEREFORE, BE IT RESOLVED, that the Lane Education Service District Board of Directors opposes Measure 88 as limiting the ability of the legislature to provide adequate funding for Oregon's school districts, education service districts, community colleges, and universities; and

BE IT FURTHER RESOLVED, that the Lane Education Service District Board of Directors urges community patrons to become actively involved in the campaign organized to defeat this measure and to communicate the negative impact this measure will have on the district's schools and other vital public services.

Adopted this 3rd day of October, 2000.



Attest: Don Kimball

Chairman, Lane Education Service District Board of Directors

**Sample Resolution
In Opposition to Measures 92 and 98**

WHEREAS, two measures on the November 7, 2000 General Election ballot represent an attack on school district, ESD, community college and other public advocacy organizations and their employees for the purpose of stifling their voices in the political arena; and

WHEREAS, Measure 92, which prohibits money collected through payroll deduction from being used for political purposes without the employee's annual written authorization, interferes with the internal matters of union organizations and their public employee members and usurps local board and district collective bargaining over payroll deduction issues; and

WHEREAS, Measure 98, which prohibits the use of public funds to collect or assist in the collection of political funds, usurps local board and district collective bargaining over payroll deduction issues and prohibits school districts, ESDs and community colleges from paying membership dues to any organization (e.g. OSBA, OAESD, OCCA, etc.) if any portion of those dues will be used for lobbying or other political purposes.

NOW, THEREFORE, BE IT RESOLVED, that the Lane Education Service District Board of Directors opposes Measures 92 and 98 as inappropriate intrusions into local public employee collective bargaining processes and the internal matters of school and other public employee unions and their members, and as an unfair attack on the ability of school districts, ESDs, community colleges and other public entities to join and support organizations which advocate on their behalf.

BE IT FURTHER RESOLVED, that the Lane Education Service District Board of Directors urges community patrons to become actively involved in the campaign organized to defeat these measures and to communicate the impact these measures will have on the district's schools, employees and the organizations which represent them.

Adopted this 3rd day of October, 2000.



Attest Don Kimball

Chairman, Lane Education Service District Board of Directors

**Sample Resolution
In Opposition to Measure 95**

WHEREAS, Measure 95 on the November 7, 2000 General Election ballot requires public school teacher compensation and retention to be based solely on "performance," which is defined as an increase in a student's knowledge while under the teacher's instruction; and

WHEREAS, Measure 95 prohibits teacher salary schedule step increases based on seniority and column increases based on postgraduate course work; and

WHEREAS, Measure 95 prohibits teacher retention during staff reductions based on seniority.

NOW, THEREFORE, BE IT RESOLVED, that the Lane Education Service District Board of Directors opposes Measure 95 as an inappropriate intrusion into local collective bargaining processes over salary schedule, reduction-in-force and performance-based compensation issues.

BE IT FURTHER RESOLVED, that the Lane Education Service District Board of Directors urges community patrons to become actively involved in the campaign organized to defeat Measure 95 and to communicate the negative impact this measure will have on the district's schools, teachers and learning environment.

Adopted this 3rd day of October, 2000.



Attest Don Kimball

Chairman, Lane Education Service District Board of Directors

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – September 19, 2000

1. Work Session

1 Chairperson Don Kimball called the work session to order at 5:30 p.m., Tuesday, September 19, 2000, in accordance with the agenda and public notice of the meeting. Board Members present were: Joe Berney, Vern Bittner, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Eileen Palmer, Carol Wiggins, Michelle Mantel, Tom Ridgway, Randy Trummer and Barbara McBurnett, recording secretary.

1A Status Report on Information Services
OTIS managers Tom Ridgway, Michelle Mantelle, and Randy Trummer were present to update the Board on the status of OTIS and future plans.

Currently, there are 13 OTIS staff members. All staff work directly with customers with two rotating staff assigned to first level support calls which average 20 call per day, with all calls being tracked. Staff not assigned to first level support focus on student services, business services, and network services.

Lane ESD is assisting districts within Lane County to identify information system solutions to replace current OTIS application services. Three possible solution strategies have been developed:

1. All Lane County school districts receive business and student information services from the same vendor(s) independent of Lane ESD.
2. Participating Lane County school district receive business and student information services through Lane ESD.
3. Each Lane County school district is on its own to provide business and student information services.

Superintendents and their appropriate staff members have been invited to attend two information services strategy meetings:

- October 2 – Provide information and identify additional information needed to make a recommendation to follow one of the strategies.
- October 16 – Finalize a recommendation to be forwarded to the Lane County Superintendents' Council for a decision on October 19.

Lane ESD's role is to provide resources to lane County schools so all children receive equitable services, which does not equal a "per pupil" distribution. The Board should also consider their opinions on "cash in lieu" of services.

The work session was adjourned at 7:10 p.m.

2. Regular Meeting
Call to Order

2 Chairperson Don Kimball called the regular board meeting to order at 7:15 p.m. Tuesday, September 19, 2000, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Vern Bittner, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Eileen Palmer, Alan Livingston, Carol Wiggins, and Barbara McBurnett, recording secretary.

Others attending were: Mike Gleason

- | | | |
|---------------------------------------|----|--------------------------------------------------------------------------|
| 3. Recognition of Staff and/or Public | 3 | There was no staff or public recognition. |
| 4. Introduction of Guests | 4 | Lane County Fairgrounds director Mike Gleason was introduced. |
| 5. Public Participation | 5 | There was no public participation. |
| 6. Action Items | 6A | The following action items were included in the Consent Agenda approval: |

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.

(1) Approve Board minutes of August 19, 2000

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting August 19, 2000, as submitted.

(2) Accept monthly Human Resources Report and approve personnel recommendations (*Report distributed at meeting—official attachment.*)

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated September 19, 2000.

(3) Approve Board member attendance at OSBA Annual Convention

BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance of Board members Joe Berney, Vern Bittner, Don Kimball, and Sherry Duerst-Higgins at the OSBA Annual Convention, November 10-12, 2000 in Portland.

DIRECTOR DUERST-HIGGINS 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 BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 00-005)

- 6B Authorize Planetarium Move to Lane County Fairgrounds
- Since the May Board meeting, there have been discussions with the Board regarding the move of the Lane ESD Planetarium to the Lane County Fairgrounds, including a presentation in June by Lane County Fairgrounds Director Mike Gleason. Mr. Gleason was present at the meeting to provide further information. This move is seen as a partnership, not an assumption of responsibility. Additional partners will be pursued, while maintaining the educational mission of the Planetarium. The Fair Board will have a meeting on Tuesday, September 26, at which the Board is expected to formally authorize Mike Gleason to enter into the necessary agreements. As discussed at our August Board meeting, authorization of this companion resolution is recommended for Lane ESD to enter into this arrangement

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the superintendent to negotiate agreements and execute documents necessary to memorialize a permanent transfer of the Lane ESD Planetarium staff and equipment from its current location, to the Wheeler Pavilion at the Lane County Fairgrounds on or before a date to be mutually determined between the authorized representatives of the Lane ESD Board and Lane County Fair Board. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution #00-006)

- 6C Directors Swanson, Berney, Kimball, and Bittner requested to attend the AESA Conference in Las Vegas November 29 to December 2, 2000.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance at the AESA Conference in Las Vegas, Nevada, November 29 to December 2, 2000, for Joe Berney, Vern Bittner, Don Kimball, and Jim Swanson. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 00-007)

7. Discussion/
Reports

- 7A Technology manager Harold Turnquist presented a report on the programs and activities of the technology services area. These areas include:
- Network Services
 - Electronic Maintenance
 - Lane NET—Internet Access; E-Mail; Web Hosting
 - Network and Technology Training (in cooperation with LCC, UO, & Cisco)

Technology staff has been in the process of upgrading several ESD systems including:

- Conversion of token ring to Ethernet connections and installation of 3.6 miles of Ethernet cable
- Installation of new server for improved reliability and storage
- Conversion of hubs to switches (fiber optic) for increased speed
- Create exterior "firewall" protection to separate internal network from external network
- Install "wireless" network for itinerant staff, guest presenters, and portable labs
- Electronic maintenance staff has installed 25 new computers, upgraded media booking system and Meeting Maker
- Provided preventative maintenance on over 400 items and repaired over 100 items.

7B Policy Reviews

The following policies have been revised according to the OSBA policy audit and were submitted to the Board for a first reading. EBBAA – Infection Control – HIV, AIDS

- EBBB – Accident Reports
- JB – Equal Education Opportunity
- JGDA – Discipline of Disabled Students
- JHC – Student Health Services and Requirements

Policy JHCCA – HIV+ - Students, was withdrawn for additional editing and will be submitted as a first reading at the October meeting. Director Swanson requested that legal counsel be consulted regarding status of the term "parental status".

7C New Policies

The following policies are new and were submitted to the Board for a first reading. Addition of these policies was recommended in the OSBA policy audit.

- IGAEA -- IV, AIDS and HBV Health Education
- JFCM – Threats of Violence

8. Superintendent's
Report

8A Financial Report

Fiscal Service Director Kent Stephens reviewed the August financial report. A graph has been added which projects revenues and expenses for the entire year. Revenue and expenditures are close to projections.

8B 1999-2000 Audit Status

Kent Stephens updated Board members on the audit status. Auditors completed their field work at the ESD site in six days and were pleased with preparation by ESD staff and changes implemented since last year's audit. The Board commended Kent on his fine work.

8C 2000-01 Reports to the Board

The following timeline has been developed to report to the Board on ESD programs and services. Other reports will be provided throughout the year as components of other business, such as the staff evaluation plan, communications plan, and other topics that may be deemed timely.

- September -- Technology Services: Network Report
- October -- Curriculum, Staff Development: Prevention
- December -- Administrative Services: VTEL Distance Learning

- January -- Special Education: Lane School Services
- February -- Curriculum, Staff Development: Instructional Technology
- March -- Administrative Services: Video, Graphics and Print Services
- April -- Special Education: Alternative Assessment Pilot
- May -- Curriculum, Staff Development: School Improvement
- June -- Special Education: Regional Autism Services

The Board requested that Superintendent Vermillion periodically report on ESD relationships with outside agencies and organizations.

8D October 3 Work Session

The Board work session on October 3 will include a session for superintendent evaluation. Superintendent Vermillion distributed a sample instrument to assist in evaluation of the superintendent. The Board will also review the Mission, Guiding Values, Priorities and Standards.

8E Planetarium Report

The Planetarium was discussed occurred under item 6B.

8F 2001-02 Resolution Timeline

A timeline for the resolution process as well as the 2000-01 resolutions in the agenda packet was reviewed. These resolutions will presented to component district superintendents for 2001-02 except for appropriate language adjustments. The superintendent and administrative staff members will be making visits to component districts to obtain input regarding meeting the needs of districts in future resolutions.

9. Information from
Administrative Staff

9. Special education director Carol Knobbe reported that the public safety levy on the November ballot, if passed, would increase the increase students in the educational program provided by Lane ESD at the Juvenile Justice Center. Conversations are occurring with district superintendents and special education directors as well as the Lane County Department of Youth Services regarding potential impact.

Curriculum staff development director Eileen Palmer distributed the new media library supplement. She also noted that Board members may check materials from the media library.

ACTION TO EXTEND
MEETING

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD hereby extends the ending time eof this meeting to 9:15 p.m. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 00-008)**

10. Board Member
Presentations and
Comments

10A Committee and Liaison Reports:

LCOG—Director Miller noted that the next LCOG Board meeting is Thursday, September 28.

OSBA Board—Director Duerst-Higgins reported that the OSBA Board of Directors has reviewed and supports the ESD Task Force report except for the issue of consolidation of some ESD's—due to the issue of distance in some areas of the state. Director Duerst-Higgins is running unopposed

Chair Kimball encouraged ESD Board members to attend local district Board meetings.

11. Announcement/
Correspondence

- 11 Board members are encouraged to attend the OSBA Fall Regional Meeting Monday, October 2, 2000, at Lane ESD.

12. Public
Participation

12 There was no public participation.

13. Adjournment

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

The next meeting of the Lane ESD Board of Directors will be on Tuesday,
October 24, 2000, beginning at 7:00 p.m., at the ESD Center Building

Minutes approved:

10-24-00 BJM
(date) BJM

Attachments to official
minutes:

1. Information Services
Solutions Analysis
2. Human Resources
Report—9/19/00
3. Superintendent Evaluation
Instrument

Don Kimball
Don Kimball, Chairperson

J. Michael Kull
Mike Vermillion, Superintendent-Clerk

HUMAN RESOURCES REPORT TO LANE ESD BOARD

September 19, 2000

LICENSED STAFF (Action)

	Name	Position	Effective Date	Notes
<i>Appointments</i>	Elizabeth Sanchez	Teacher, Life Skills	8/30/00	Temporary for 2000-01
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>				
<i>Change of Status</i>	Kathy White Barbara Tolbert Christopher Michaels	Specialist Autism Consultant Teacher/Consultant	8/29/00 8/29/00 8/18/00	Recalled from RIF From .75 to 1.0 FTE Return from Leave of Absence

ADMINISTRATIVE STAFF (Information)

	Name	Position	Effective Date	Notes
<i>Appointments</i>				
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>	Lisa Cannell	Administrative Assistant, Payroll	8/15/00	Resignation
<i>Change of Status</i>				

CLASSIFIED STAFF (Information)

	Name	Position	Effective Date	Notes
<i>Appointments</i>	Keri Sharp Darín Lomsdalen Hal Brixey Jacqueline McKamey Jennifer Ganderson Julie Vaughan Anne Neely Virginia Dalton Chirstine Holter Terran Nuadaha Sharon Irwin Monica Stewart	Behavioral Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant	8/30/00 8/30/00 8/30/00 8/30/00 8/30/00 8/30/00 8/29/00 8/30/00 8/29/00 8/30/00 8/30/00 8/29/00	Lane School Westmoreland Elem. Community Classroom South Eugene High Churchill High Westmoreland Elem. Agnes Stewart Middle Westmoreland Elem. Agnes Stewart Middle South Eugene High Danebo Elem. Maple Elem.

	Christina Williams Diane DeVasier Sandra Farnsworth Janet Zancanella Brian Miller Tiersa Turner Jennifer Gambina	Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant	9/5/00 8/30/00 8/29/00 8/29/00 8/30/00 8/30/00 9/7/00	Spencer Butte Middle Willamette High Maple Elem. Riverbend Elem. Spencer Butte Middle Willamette High Community Classroom
<i>Leaves of Absence</i>	Becky Willis	Educational Assistant	8/30/00	Leave of Absence
<i>Discontinuation of Employment</i>				
<i>Change of Status</i>	Tina Norton Julie Simmonds Lolly Powell Patsy Gilbert Ella Stivers Carina Schorer Linda Culy	Behavioral Assistant Secretary II Educational Assistant Behavioral Assistant Behavioral Assistant Educational Assistant Educational Assistant	8/29/00 8/29/00 8/30/00 8/30/00 9/5/00 9/12/00 9/16/00	From .875 to .75 FTE Recalled to position From .875 to .75 FTE From .875 to .75 FTE Recalled to 6 hr position Recalled to 6 hr position Recalled to 7 hr position

VACANCY NOTICES (Information)

Position	Closing Date	Notes
00019 – Autism Consultant	Open until filled	
00023 – Network Technician I	9/1/00	In hiring process
00024 – Secretary II	9/21/00	10-month position
00025 – M.S. Prevention Coord.	9/21/00	Four (4) positions
00026 – Admin. Asst. Payroll	9/22/00	
00027 – Educational Assistant	9/25/00	3.5 hr, Oakridge

Information Services Solutions Analysis September 2000

For 32 years Oregon Technology and Information Services (OTIS) has provided information services to school districts throughout the state, including the school districts within Lane County. OTIS' primary focus has been on application services (business and student administrative systems) and technical support.

OTIS is a consortium of Oregon school districts operating under the umbrella of Lane ESD. OTIS' is funded through fees collected from districts for the services provided and is financially independent from Lane ESD.

Currently fifteen of the sixteen school districts within Lane County use OTIS services. The districts have opted to fund these services through ESD resolutions. As a result, Lane ESD pays OTIS directly for the service provided. The school districts currently have no out-of-pocket expenses, with the exception of some line costs and requested special projects. Eugene School District has opted not to use OTIS services and receives a portion of the resolution funds in lieu of service.

In February of this year it was determined that OTIS could no longer continue to operate under the consortium model, because funding was not adequate to sustain continued operations. At that point staff was drastically cut, ongoing projects were discontinued, and services were reorganized. Districts were also provided with options to terminate OTIS services within the next fiscal year without penalty.

OTIS, as an entity, will cease to operate on June 30, 2001. After this date Lane ESD plans to continue providing OTIS services through at least June 30, 2002.

Lane ESD is assisting districts within Lane County to identify information system solutions to replace current OTIS application services. This document provides information on three possible solution strategies.

Identified Strategies

Strategy 1: All Lane County school districts receive Business and Student Information Services from the same vendor(s) independent of Lane ESD.

All Lane County school districts would be served by the same student and business services software applications. This approach involves other entities (school districts, ESDs, private providers) other than Lane ESD providing the services required. This could include Eugene 4J providing student services and Springfield providing business services. It could also mean that another ESD such as Linn-Benton-Lincoln or Clackamas would be contracted to provide the services to Lane County districts. It is possible that a private contractor would be able to provide these services.

Strategy 2: Participating Lane County school districts receive Business and Student Information Services through Lane ESD.

Lane ESD will *provide for* student and business services software applications for those Lane County school districts that wish to participate in a consortium. Those not wishing to participate would be on their own to find and implement replacements for OTIS services.

Strategy 3: Each Lane County school districts is on its own to provide Business and Student Information Services:

Each Lane County school district would be responsible for finding its own information services solution. Concomitantly, Lane ESD would have to find a solution to meet its needs.

Strategy Analysis – Strategy 1

All Lane County school districts received Business and Student Information Services from the same vendor(s) independent of Lane ESD.

ASSUMPTIONS

- This strategy would provide a solution to replace the current Business and Student Applications
- All districts in Lane County would agree to use the same Business and Student Systems
- If different vendors were selected for Business and Student Systems any links between the two systems would need to be developed independently.
- The current ESD Business and Student Applications would:
 - Not be enhanced other than to the degree necessary to comply with Oregon reporting requirements or to reduce the amount of required support.
 - Need to be in place until the selected solution is implemented for all Lane County school districts.
 - Require the continued support of current Lane ESD Information Services staff.
- Lane ESD Information Services staff would have limited involvement in the selection of the new solution(s).
- Lane ESD Information Services staff would not be involved in the implementation of the new system(s). The primary mission of the staff would be to maintain the current application systems through the implementation of the new system(s). The actual implementation will be the responsibility of the selected vendor.
- Financial estimates contained within this document are based on the participation of Lane County school districts only, and not on potential revenue from other school districts outside of Lane County.
- Lane ESD's Network Services are independent from Application Services and will continue on after Lane ESD ceases to provide direct application services.
- Network Services funding is currently co-mingled with Lane ESD/OTIS funding. Estimates contained in this document include the two existing Network Services positions that have historically been funded with OTIS funds.
- Lane ESD/OTIS will not invest in hardware, software or other services that would require an extended financial commitment, except in emergency situations.

Strategy Analysis – Strategy 1

RISKS

- Lane ESD Information Service staff will seek other employment if this solution is selected.
- Loss of staff would erode Lane ESD's ability to support the current Student and Business Applications.
- If the selected solution(s) is not implemented before the termination of the current Business and Student Applications, and arrangements have not been made to continue services (both practically and financially), districts will be without information systems support. It will be very important to coordinate the implementation of new services with the phasing out of existing services.
- Lane County School Districts must make a 3-5 year commitment to support investments in hardware, software, human resources, etc. If all districts cannot make this commitment, this strategy is not viable.
- If for some reason, after selecting this strategy, an agreement between the districts as to the vendor(s), funding and contractual relationships cannot be reached within a relatively short period of time (45 days), this strategy will no longer be viable and a back-up strategy will need to be quickly identified.

Strategy Analysis – Strategy 1

QUESTION 1: Is the June 30, 2002 date an absolute end of application services provided by Lane ESD?	
QUESTION 2: If not, how much longer can Lane ESD provide one or both applications beyond June 30, 2002. How much financial support from districts might be required to make this possible?	
QUESTION 3: Is it technically possible for Eugene/Springfield or some other entity to have hardware/software in place and be ready to serve all Lane County school districts by July 1, 2002? If not, what is a realistic date?	
QUESTION 4: In order for this strategy to be adopted, what is the “drop dead” date for selecting vendors and beginning to transition/implementation process?	
QUESTION 5: How much money does Lane ESD expect will be available to support this strategy?	
QUESTION 6: Given the need to maintain existing services until new applications can be fully implemented, how many dollars might be available to meet transition year costs?	

<p>QUESTION 7: How many dollars are projected to be available when new applications are fully implemented for all districts?</p>	
<p>QUESTION 8: Given current knowledge about costs of replacement software, what can districts expect to pay, state in a range, over and above the ESD contribution?</p>	
<p>QUESTION 9: What kind of agreements/contracts will Lane ESD require in exchange for its financial participation in this strategy? What will be Lane ESD's governance role?</p>	
<p>QUESTION 10: What kind of technical support can be expected from the ESD throughout the selection, transition and implementation process?</p>	

Strategy Analysis – Strategy 2

Participating Lane County school districts receive Business and Student Information Services through Lane ESD.

ASSUMPTIONS

- This strategy would provide Business and Student Applications to districts in Lane County electing to participate in a joint effort with Lane ESD.
- Once this strategy is selected, participating districts and Lane ESD will work together to review potential replacement application systems and/or identify enhancements to the existing systems necessary to sustain long-term viability.
- If new systems are selected to replace the existing systems:
 - Current ESD Business and Student Applications will be available until new systems are implemented.
 - All participating districts must convert to the new system(s).
- If the current ESD Business and Student Applications are not selected for continued use, the applications will:
 - Not be enhanced other than to the degree necessary to comply with Oregon reporting requirements or to reduce the amount of required support.
 - Need to be in place until the selected solution is implemented for all participating Lane County school districts.
 - Require the continued support of current Lane ESD Information Services staff.
- Lane ESD Information Services staff would be involved in the selection of the new solution(s).
- Lane ESD Information Services staff would be involved in the implementation of the new system(s), as well as provide continued support and maintenance of the current application systems through the implementation of the new system(s).
- Financial resources must support ongoing maintenance and support of the current system, as well as the selection and implementation of a new system.
- Financial estimates contained within this document are based of Lane County school districts only, and not on potential revenue from school districts outside of Lane County.
- Lane ESD's Network Services are independent from Application Services, and will continue on after Lane ESD ceases to provide direct Application Services.

- Network Services funding is currently co-mingled with Lane ESD/OTIS funding. Estimates contained in this document include the two existing Network Services positions that have historically been funded by OTIS funds.
- Lane ESD/OTIS will not invest in hardware, software or other services that would require an extended financial commitment except in emergency situations.

Strategy Analysis – Strategy 2

RISKS

- Financial resources must be adequate to provide continuing support for the current systems, as well as to procure and implement a new system.
- Funding over and above that provided by the current resolution service will be required. Participating districts are likely to be assessed to cover the additional costs.
- Participating Lane County school districts must make a long-term (3-5 year) commitment to support investments in hardware, software, human resources, etc. If all participating districts cannot make a long-term commitment, this strategy is not viable.
- If for some reason after selecting this strategy an agreement between the districts and Lane ESD regarding funding and contractual relationships cannot be reached within a relatively short period of time (45 days), this strategy will no longer be viable, and a back-up strategy will need to be quickly identified.

Strategy Analysis – Strategy 2

QUESTION 1: Is the June 30, 2002 date an absolute end of application services provided by Lane ESD?	
QUESTION 2: If not, how much longer can Lane ESD provide one or both applications beyond June 30, 2002. How much financial support from districts might be required to make this possible?	
QUESTION 3: Is it technically possible for some other entity to have hardware/software in place and be ready to serve all participating Lane County school districts by July 1, 2002?. If not, what is a realistic date?	
QUESTION 4: How much money does Lane ESD expect will be available to support this strategy?	
QUESTION 5: Given the need to maintain existing services until new applications can be fully implemented, how many dollars might be available to meet transition year costs?	
QUESTION 6: How many dollars are projected to be available when new applications are fully implemented for all districts?	
QUESTION 7: What will non-participating districts receive?	

<p>QUESTION 8: It is likely that participating districts will need to provide additional funding from their budgets. How much?</p>	
<p>QUESTION 9: What kind of agreements/contracts will Lane ESD require in exchange for its financial participation in this strategy? What will be Lane ESD's governance role?</p>	
<p>QUESTION 10: What kind of technical support can be expected from the ESD throughout the selection, transition and implementation process?</p>	

Strategy Analysis – Strategy 3

Each Lane County School District is on it's own to provide Business and Student Information Services for itself only.

ASSUMPTIONS

- Districts choose to independently provide Business and Student application solutions.
- Since this strategy does not provide for a coordinated solution for application services, thus ensuring a consistent or predictable implementation timeline, Lane ESD will need to determine a date on which all application services will end. If this strategy is selected Lane ESD will announce the ending date by November 1, 2000. All districts currently using application services will need to have a fully implemented solution in place for Business and Student services *before* this date as it will not be extended.
- Any districts choosing to collaboratively provide Business and/or Student application would do so between themselves and independently of ESD involvement. The ESD will assess a fee for transmission of applications data across the ESD wide area network.
- If different vendors were selected for Business and Student Systems, any links between the two systems would be developed or coordinated by the district(s) using them.
- The current ESD Business and Student Applications would:
 - Not be enhanced other than what is necessary to comply with Oregon reporting requirements or to reduce the amount of required support.
 - Require the continued support of current Lane ESD Information Services staff.
- Lane ESD Information Services staff would have no involvement in the selection of the new solution.
- Lane ESD Information Services staff would not be involved in the implementation of the new systems, because the primary mission of the ESD staff would be to maintain the current application systems through the implementation of the new systems. The actual implementation will be the responsibility of the selected vendors.
- Financial estimates contained within this document are based on Lane County Schools only, and not on potential revenue from other consortium members outside of Lane County.
- Lane ESD's Network Services are independent from Application Services, and will continue on after Lane ESD ceases to provide direct Business and Student Application Services.

- Network Services funding is currently co-mingled with Lane ESD/OTIS funding. Estimates contained in this document include the two existing Network Services positions that have historically been funded by OTIS funds.
- Lane ESD/OTIS will not invest in hardware, software or other services that would require an extended financial commitment, except in emergency situations.

Strategy Analysis – Strategy 3

RISKS

- At some point in the window between December '00 and the end-date of ESD Application Services, ESD information services may not have adequate human or processing resources to continue service. Therefore, the end of ESD provided application services may precede the announced end-date and districts may be without information services.
- At some point in the window between December '00 and the end-date of ESD Application Services, one or more districts may determine that they will not be able to implement their systems in time. There would be no time, group or facility in place to provide them application services on short notice.
- Lane ESD Information Services staff will promptly seek other employment if this solution is selected.
- Loss of even two staff members would critically erode Lane ESD's ability to support the current Student and Business Applications.
- Lane County School Districts must each make a 3-5 year commitments with their own applications vendors to support investments in hardware, software, human resources, etc. Those districts unable to make or afford long-term commitments will be without information services.

Strategy Analysis – Strategy 3

QUESTION 1: Is the June 30, 2002 date an absolute end of application . services provided by Lane ESD?	
QUESTION 2: If not, how much longer can Lane ESD provide one or both applications beyond June 30, 2002? How much financial support from districts might be required to make this possible?	
QUESTION 3: In the opinion of Lane ESD technical staff, is it technically possible for individual districts to have hardware/software in place and be ready to serve their information service needs by July 1, 2002? If not, what is a more realistic date?	
QUESTION 4: How much money does Lane ESD project will be available to support this strategy? Given the need to maintain existing services until new applications can be fully implemented, how many dollars might be available to districts to support their transition costs? How many dollars are projected to be available to support full implementation for each district? Will the allocation be made on a per pupil basis? How will adjustments be made to address “economies of scale” and reduce the fiscal impact on the	

smaller districts?	
QUESTION 5: What kind of agreements/contracts will Lane ESD require in exchange for its financial participation?	
QUESTION 6: In order for this strategy to be adopted, what is the “drop dead” date for selecting vendors and beginning the implementation process?	
QUESTION 7: What kind of technical support can be expected from the ESD throughout the selection, transition, and implementation process?	

SCHOOL DISTRICT

SUPERINTENDENT'S EVALUATION WORKSHEET PROGRAM

Superintendent: _____

School Year: _____

Date: _____

Respondent: _____

Note: Please provide comments relative to needed improvements in the "Remarks Section" at the end of each Section.

Rating Scale for Section I

- | | | |
|----|---------------------------------|-------------------------------------------------------------|
| 5 | <u>Outstanding</u> | -Area of strength. |
| 4. | <u>Excellent</u> | -Performance is effective and exceeds expectations. |
| 3 | <u>Good</u> | -Performance is effective and meets expectations. |
| 2 | <u>Needs Improvement</u> | -Self-improvement efforts needed. |
| 1 | <u>Unsatisfactory</u> | -Performance is ineffective and does not meet expectations. |
| X | <u>Insufficient Information</u> | -Cannot be appraised due to insufficient information. |

SECTION I - JOB RESPONSIBILITIES

JOB RESPONSIBILITIES:

RATING:
(Circle Response)

- | | 1 | 2 | 3 | 4 | 5 | X |
|------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|
| 1. Keeps the School Board informed on the conditions of the district's educational system. | | | | | | X |
| 2. Provides necessary information for the School Board in the form of information packets, School Board reports and agendas. | | | | | | X |
| 3. Develops and recommends to the School Board the overall goals of the District. | | | | | | X |
| 4. Develops specific district objectives which support the goals of the School Board and the District. | | | | | | X |

Superintendent's Evaluation
Page 2

JOB RESPONSIBILITIES:

RATING:
(Circle Response)

5.	Develops and recommends to the School Board long-range plans consistent with population trends, educational needs and established goals.	1	2	3	4	5	X
6.	Develops specific policies, procedures and programs to implement the intents established by the School Board.	1	2	3	4	5	X
7.	Implements effectively the decisions of the School Board.	1	2	3	4	5	X
8.	Develops and maintains effective plans of organization, educational programs and services.	1	2	3	4	5	X
9.	Establishes and maintains high standards of performance of district personnel.	1	2	3	4	5	X
10.	Maintains effective relations with employee organizations.	1	2	3	4	5	X
11.	Supervises the preparation, presentation and administration of the school district budgets and assists the School Board in analysis of the budgets.	1	2	3	4	5	X
12.	Represents effectively the District in interactions with other school systems, agencies and the general public.	1	2	3	4	5	X
13.	Directs effectively the operations and activities of the central office administrative staff.	1	2	3	4	5	X
14.	Delegates authority to staff, appropriate to their positions.	1	2	3	4	5	X
15.	Keeps the public informed on the progress and needs of the schools.	1	2	3	4	5	X

JOB RESPONSIBILITIES:

RATING:
(Circle Response)

16.	Provides for the improvement and supervision of instruction in the schools, which includes making recommendations to the School Board regarding modification of the curriculum and courses of study.	1	2	3	4	5	X
17.	Assists the School Board with policy recommendations and places before the School Board helpful facts resulting from investigations, information, and reports, and seeks the assistance of the professional and support staffs in formulating recommendations.	1	2	3	4	5	X
18.	Demonstrates responsibility for general supervision of district activities and assignment of all personnel, including any necessary modifications of assigned duties.	1	2	3	4	5	X
	Demonstrates responsibility for self-improvement and enhancement of professional skills & abilities.	1	2	3	4	5	X

SECTION I REMARKS:

Rating Scale for Sections II through V:

5	<u>Consistently</u>	I have seen this behavior or sensed this attitude by the Superintendent.
4	<u>Frequently</u>	I have seen this behavior or sensed this attitude by the Superintendent.
3	<u>Often</u>	I have seen this behavior or sensed this attitude by the Superintendent.
2	<u>Sometimes</u>	I have seen this behavior or sensed this attitude by the Superintendent.
1	<u>Seldom/Rarely</u>	I have seen this behavior or sensed this attitude by the Superintendent.
X	<u>Unaware</u>	Knowledge is too limited to respond.

SECTION II - LEADERSHIP

LEADERSHIP:

RATING:
(Circle Response)

1.	Provides leadership in fulfilling the goals and objectives of the district.	1	2	3	4	5	X
2.	Provides leadership in the fiscal management of the district.	1	2	3	4	5	X
3.	Provides leadership regarding planning responsibilities of the district.	1	2	3	4	5	X
4.	Provides leadership in the supervision of district personnel.	1	2	3	4	5	X
5.	Provides leadership for the improvement and supervision of curriculum and instruction in the schools.	1	2	3	4	5	X

SECTION II REMARKS:

SECTION II REMARKS: (Continued)

SECTION III - DECISION-MAKING SKILLS

DECISION-MAKING SKILLS:

RATING:
(Circle Response)

1.	Consults with people; seeks and considers positions of others.	1	2	3	4	5	X
2.	Acts with analyzed rationale.	1	2	3	4	5	X
3.	Explores implications and options.	1	2	3	4	5	X
4.	Listens, researches, and interacts prior to making decisions.	1	2	3	4	5	X
5.	Modifies position when "better" information becomes available.	1	2	3	4	5	X
6.	Accepts responsibility for decisions.	1	2	3	4	5	X

SECTION III REMARKS:

SECTION IV - INTERPERSONAL SKILLS

INTERPERSONAL SKILLS:

RATING:

(Circle Response)

- | | | | | | | | |
|----|------------------------------------------------------------------------------------------|---|---|---|---|---|---|
| 1. | Displays understanding when interacting with people of different positions or interests. | 1 | 2 | 3 | 4 | 5 | X |
| 2. | Emphasizes the importance of productive relationships with people. | 1 | 2 | 3 | 4 | 5 | X |
| 3. | Works to promote positive morale. | 1 | 2 | 3 | 4 | 5 | X |
| 4. | Displays objectivity in considering new and divergent points of view. | 1 | 2 | 3 | 4 | 5 | X |
| 5. | Demonstrates dependability and reliability. | 1 | 2 | 3 | 4 | 5 | X |

SECTION IV REMARKS:

SECTION V - COMMUNICATION SKILLS

COMMUNICATION SKILLS:

RATING:

(Circle Response)

1.	Displays effective listening skills.	1	2	3	4	5	X
2.	Demonstrates a sense of humor.	1	2	3	4	5	X
3.	Displays an openness to interactive communication.	1	2	3	4	5	X
4.	Displays oral and written communications that are objective, descriptive, accurate and articulate.	1	2	3	4	5	X
5.	Represents the School Board in interactions with the staff.	1	2	3	4	5	X
6.	Represents the staff in interactions with the School School Board.	1	2	3	4	5	X

SECTION V REMARKS:

Analysis for Section VI:

The objective analysis will be cooperatively developed and completed by the School School Board and the Superintendent and will involve the following major activities:

1. The School Board will set forth clear goals and priorities as well as responsibilities of the Superintendent in implementing the goals and priorities.
2. The School School Board and the Superintendent will determine the objectives and their relative importance.
3. The Superintendent will establish a schedule of progress on each objective and interim reporting periods to the School Board.
4. An annual assessment will be conducted independently by the School Board and the Superintendent. Both will compare assessments to arrive at a final assessment and to develop a written narrative on the accomplishments and to develop the subsequent year's objectives.

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – August 29, 2000

- | | | |
|---------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, August 29, 2000, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Vern Bittner, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Kent Stephens, Carol Knobbe, Eileen Palmer, Alan Livingston, Carol Wiggins, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Kathy Leslie, Bobby Lee, Chris Bevins, Tricia Bevins, Rich Newell, Laura Krenk, Lynda Harris, Frank Landru, and Harold Turnquist.</p> |
| 2. Recognition of Staff and/or Public | 2 | <p>There was no staff or public recognition.</p> |
| 3. Introduction of Guests | 3 | <p>Superintendent Vermillion introduced state representative candidate Chris Bevins, spouse Tricia Bevins, and campaign manager Rich Newell.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.</p> <p>(1) Approve Board minutes of July 12, 2000
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting July 12, 2000, as submitted.</p> <p>(2) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated August 17, 2000.</p> <p>(3) Approve Budget Committee Calendar
BE IT RESOLVED that the Board of Directors of Lane ESD approves the budget meeting calendar for preparation of the 2001-02 Lane ESD Budget as presented.</p> <p>DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Holman seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, and SWANSON VOTING YES. Director Miller abstained. (ESD Resolution # 99-004)</p> |
| | 5B | <p>Set Work Session</p> <p>A Board work session to focus on setting goals for the year was discussed. Board members selected Tuesday, October 3, at 5:30 p.m.</p> <p>DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD establishes October 3, 2000, at 5:30 p.m. as the date for a work session. Director Holman seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-005)</p> |

- 5C **Approve Lane Education Foundation Bylaws Change**
Current language in the Lane Education Foundation Bylaws states, "Vacancies in the (LEF) Board of Directors may be filled by majority vote of the remaining Directors from a slate of candidates nominated by Lane Education Service District, though less than a quorum, or by a sole remaining director." Proposed language would read, "Vacancies in the (LEF) Board of Directors may be filled by majority vote of the remaining directors."
DIRECTOR BITTNER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD abrogates all rights to appoint or nominate board members of Lane Education Foundation. This abrogation shall apply retroactively as well as to all current and future LEF Board appointments. Director Swanson seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.**
(ESD Resolution # 99-006)
- 5D **Adopt Policy Revisions—EDC/KGF and KGF/EDC, Authorized Use Of District Equipment And Materials**
A revision of these policies has been drafted with a paragraph added as recommended by Lane ESD attorney Joe Richards. The Board's approval is requested on the policies at the first reading (as permitted in Board Policy BFC, Adoption and Revision of Policies), so that the policies can be reviewed with employees at the all-staff inservice on August 31. Board members chose to act only on Policy EDC/KGF at this time.
DIRECTOR HOLMAN MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts revisions for Policy EDC/KGF, Authorized Use Of District Equipment And Materials, as submitted. Director Swanson seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.**
(ESD Resolution # 99-007)
- 5E **Authorize Contract with OEA Choice Trust/Oregon Dental Service**
The Lane ESD contracts with Providence Health Plans and Oregon Dental Service expire on September 30, 2000. Because the Providence Health Plan premium will increase by 30%, creating a need for out-of-pocket premium expense for employees, Del Johnson, Willis Benefits Planning, has reviewed other insurance plans at the request of the Lane ESD Benefits Committee. Mr. Johnson and the Benefits Committee recommend the OEA Choice Trust plan since coverage is very similar, and the premium represents a 1.77% increase over the current rate. The Benefits Committee also recommends that dental coverage continue with ODS. Authorizing contracts as recommended would result in no out of pocket expense for employees and a lower than anticipated increase in costs to Lane ESD.
DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Superintendent Vermillion to enter into a contract with OEA Choice Trust—Manage Care and PPO for medical/vision insurance coverage for Lane ESD. **BE IT FURTHER RESOLVED** that the Board of Directors authorizes Superintendent Vermillion to extend the contract with Oregon Dental Service for dental insurance coverage for Lane ESD. Director Berney seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 99-008)
- 6A **Student Career Interest Survey**
Lane Workforce Partnership Executive Director Chuck Forster and Lane Business Education Compact Executive Director Bobby Lee reviewed the results of the Lane County Student Career Interest Survey given to students in the 23 high schools in the county last spring. The survey was designed to address resource management for CAM, state plan preparation (required reporting to ODE), long-term measurement to assess regional progress, formulate future workforce strategies, and increase private industry recruitment. Survey information is considered a tool for bringing business into career planning for high school students. Plans are for this is to be an annual assessment with information available to schools to add to their website for viewing.

6B Communications Audit

Kathy Leslie of A-Plus Communications reported to the Board of Directors on the communications audit performed for Lane ESD to examine how the ESD currently communicates, and how that communication can be improved. Over the course of three days spanning three weeks, A-Plus Communications conducted interviews with Lane Education Service District board members, employees, and recipients of service in school districts.

A-Plus proposes not just a change in how communication occurs, but the rescue, or restoration, of an organization whose success at this time is critically dependent on a better understanding of its purpose, how it goes about achieving that purpose, and the constraints under which it operates. This report is divided into four parts:

- **What We Heard:** Describes how participants view the district and what they understand its goals to be, as well as strengths and challenges.
- **The Life Raft:** Short-Term Recommendations to help you out of choppy waters;
- **Higher Ground:** Long-Term Recommendations to anchor the organization more firmly to its purpose;
- **The First Aid Kit** includes a menu of items to be evaluated as part of the ESD's strategic communications planning and choosing those activities that help the ESD achieve its broad communications goals.

The conclusions in this report are based on four small group discussions involving approximately 25 participants; 15 individual interviews; and a review of print and electronic communication, including the Design Document developed by the Lane ESD Continuous Improvement Team. Staff participants were randomly selected by service area, and a session was created for participation by those with a special interest in the topic.

Ms. Leslie reported that strengths of the agency include clarity on the ESD's mission, good use of electronic communication and hope for a brighter future. Communications is, however, a weakness of the organization. The next step is for Lane ESD to begin development of a communications plan.

A complete copy of the communications audit report is available from Lane ESD communications and marketing.

6C Planetarium Update

Work on plans for moving the Planetarium to the Lane County Fairgrounds continues. WBS Architects are completing plans for the remodel of the Wheeler Pavilion to house the Planetarium. Since this building will also be used for land use displays during the Lane County Fair, architect plans must include some movable interior structures and equipment.

Architects are making cost estimates and design plans in phases. Phase I will enable the Planetarium to get into the building and operating with the new SkyVision system. Phases II and III allow additions for a "state of the art" planetarium. Proceeding in phases will work well for fund drives and seeking grants.

A special session of the Lane County Fair Board will be called after the first week in September at which a formal announcement of the move and the SkyVision donor's name will be made.

Lane Education Foundation received \$5,000 for the Planetarium from the City of Eugene contingency fund. The Foundation is also pursuing funding for operating capital.

Board members feel that it is important for the ESD to be part of the publicity regarding the move of the Planetarium and partnering with the Lane County Fairgrounds. Through the agreements in the process, there needs to be a clear plan for management of the Planetarium.

Action to Extend
Board Meeting

- 6D ESD Task Force
The final ESD Task Force Report, which was included in the Board packet information, is complete and will be presented to the Legislature in the session beginning this fall. If the Legislature approves the report in its current form, additional funding could occur for Lane ESD.

Director Swanson moved: BE IT RESOLVED that the Board of Directors of Lane ESD hereby extends the ending time of this meeting to 9:15 p.m. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.**
(ESD Resolution # 99-009)

7. Superintendent's
Report

- 7A Financial Report
Due to end-of-year financial activity and numerous audit adjustments we will not have a financial report until September, when more reliable information can be shared. During this time of year, many accounting entries take place which affect June and July (two different fiscal years).
- 7B Grants Received
The latest information on grants received by Lane ESD was reviewed.
- 7C Review Budget Committee Membership
For the Budget Committee to prepare the 2001-02 budget, the Board will need to appoint four component district Board members. The three-year terms that expired on June 30, 2000 are:
- Zone 2, Position 2 (Eugene School District)
 - Zone 5, Position 5 (Pleasant Hill, Creswell, South Lane, C-A-L, McKenzie, Lowell, Oakridge, and Marcola School Districts)
 - At Large, Position 6
 - At Large, Position 7
- The Board directed Superintendent Vermillion to proceed with requesting appointments from component districts.
- 7D Proposed Board Reports
ESD staff will continue to present program reports to the Board at each meeting. A schedule of reports is being prepared, and will include presentations on school improvement, instructional technology, prevention programs, media, communications plan for the organization, special education, staff evaluation plan, distance learning, production services, and other topics of interest to the board members.
- 7E Report on Administrative Staff Retreat
Lane ESD management staff met off-site on August 14 and 15 to begin development of mission, guiding values, priorities and standards framework, which the Board will continue to develop at their work session on October 3. Management staff also began development of a communications plan for the ESD.
- 7F Revision of Employee Evaluation Program
At the last Board meeting, you were presented with a plan for revision of the Lane ESD employee evaluation program. Consultant Bill Maier has developed a timeline. We will review progress of the evaluation plan at the meeting.

8. Information from
Administrative Staff

- 8 No reports at this time.

9. Board Member
Presentations and
Comments

9A Committee and Liaison Reports:

LCOG—Director Miller reported that there LCOG does not meet in August and will resume regular meetings in September.

OTIS Executive Board: Director Swanson reported that the OTIS Executive Board will not have a fall meeting.

OSBA—Director Duerst-Higgins reported that the OSBA Legislative Committee will meet September 15.

9B Advisory Committee Reports

Employment training advisor Chuck Forster reported on the Lane County Student Career Interest Survey earlier in the Board meeting.

9C Review Board Committee Assisgments

- Board committee assignments for 2000-01 are:
- Lane Council of Governments: Jerry Miller
- OTIS Executive Board: Jim Swanson
- Negotiations Committee: Don Kimball, Sherry Duerst-Higgins
- Committee to Review Superintendent's Salary/Contract:
Don Kimball, Jim Swanson
- Foundation Board: Vern Bittner

10. Announcement/
Correspondence

10A OSBA Fall Regional Meeting—October 2

OSBA Leadership Academy—September 21

10B OSBA Annual Convention—November 10-12

OSBA mailed convention brochures to the home of each Board member. Board member attendance information was request4ed.

AESA Conference—November 29-December 2, Las Vegas

11. Public
Participation

11 There was no public participation.

12. Adjournment

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

The next meeting of the Lane ESD Board of Directors will be on Tuesday, September 19, 2000, beginning at 7:00 p.m., at the ESD Center Building

Minutes approved:

9-19-00 BJM
(date) BJM

Attachments to official
minutes:

1, Lane ESD
Communications Audit

Don Kimball
Don Kimball, Chairperson

J. Michael Vermillion
Mike Vermillion, Superintendent-Clerk

A Report on Communications



at
Lane Education Service District



Kathy Leslie APR
Sylvia Soholt
A-Plus Communications

August 2000

A Report on Communications in Lane Education Service District

Over the course of three days spanning three weeks, A-Plus Communications conducted interviews with Lane Education Service District board members, employees, and recipients of service in school districts to examine how the district communicates, and how that communication can be improved. This was not the first conversation about communication in recent history, and given what participants describe as a lack of action resulting from previous discussions, we would not have been surprised to encounter more cynicism and less cooperation. Instead, we found participants hopeful and forthcoming, and appreciated their willingness to repeat themselves, if necessary, to advance the prospects for improvement.

What they are seeking, we propose, is not just a change in how communication occurs, but the rescue of an organization whose success at this time is critically dependent on a better understanding of its purpose, how it goes about achieving that purpose, and the constraints under which it operates. Rescue is our word; restoration would be the choice for many participants who remember a time when the reputation of the ESD was strong. Since participants vividly described the ESD as "dog paddling," "trying to keep their heads above water," and "treading water to survive," we'll stay with the metaphor implied in rescue, especially since many participants view the superintendent in the role of a lifeguard -- a strong leader who has the capacity and commitment to get the ESD on a solid footing.

This report is divided into four parts:

- **What We Heard** describes how participants view the district and what they understand its goals to be, as well as strengths and challenges. While we listened to their voices while wearing a communications hat, our focus in this section is to report on their perspectives by using their words. In addition to the quotations that are identified with quotation marks, all of the italicized statements, which are preceded by bullets, are direct quotations. Our own perspective is reflected in the next three sections.
- **The Life Raft:** Short-Term Recommendations to help you out of choppy waters;
- **Higher Ground:** Long-Term Recommendations to anchor the organization more firmly to its purpose;
- **The First Aid Kit** includes a menu of items that by themselves are only Band-Aids. We recommend that you evaluate these items as part of your strategic communications planning and choose those activities that help you achieve your broad communications goals.

While the focus of this audit is on communications, inevitably information is volunteered which provides a picture of success or distress in other aspects of the organization, for example, organizational structure, employee performance, or managerial competence. As a result, some of the recommendations will relate to delivery of service. With the exception of positive references

to the superintendent's leadership, specific references to individual employee performance or the lack of it have been deliberately excluded from this report.

The conclusions in this report are based on four small group discussions involving approximately 25 participants; 15 individual interviews; and a review of print and electronic communication, including the Design Document developed by the Lane ESD Continuous Improvement Team. Staff participants were randomly selected by service area, and a session was created for participation by those with a special interest in the topic.

For those who have participated in discussions for the work in 1997 and for this audit, the recommendations and strategy suggestions which follow will seem at the very least similar and in some cases, repetitive. Clearly, it is time for action and follow-through. As one participant said when asked what would make communications better, "Use and apply the results of this communication audit so that we can get the maximum benefit."

I. What We Heard

Service is our middle name, but who knows our name?

Service is the middle name of the district, and is what many participants think of when asked for a first impression. For a significant number of participants, the first impression is one of concern: concern that taxpayers in Lane County do not have even a first impression of the district; concern that the district is "fragmented" and "struggling to determine its identity;" concern that the reorganization of OTIS has generated "negative vibes."

- *Not many people know what we are.*
- *We've been here for 25 years and people drive by and still don't know what we do.*
- *It's not a player and it should be.*

A sizeable proportion of participants can articulate a clear statement of purpose, and there is consistency in their descriptions.

- *Cost-effective services to 16 school districts in the county.*
- *Service at low cost to provide equalized opportunities for smaller districts that can't afford them.*
- *It is a county service district that provides service to area school districts that they cannot provide on their own.*
- *We provide resources to 16 school districts in Lane County so that a small school can have access to the same resources as the large school.*
- *It is a special district that assists other districts.*

Balancing act: Higher expectations, fewer resources

With budget cuts and OTIS layoffs, the ESD has had its share of bad news. The good news is that many participants have an understanding of the issues facing the district, and an appreciation for the difficulty of the balancing act ahead: "trying to provide resources without enough money," "unrealistic expectations of what the services are and what those costs should be," "mandates increasing," "budgets shrinking." "There will be two opposing forces: The state will dictate, and what the state dictates will be contradicted by what districts want."

Within the larger category of "fixing problems," several participants describe specific areas that need attention: OTIS, special education, and the resolution process.

Areas of Strength

Good people, greater involvement in decision-making

Fortunately for an organization whose focus is service delivery, the employees of the ESD are viewed as its strength. Employees are described as having "lots of talent," being "response-oriented," "committed," "good people." There are "quality, conscientious employees who provide proven programs. We give bang for the buck."

The superintendent "has the pulse of what's going on" and is credited with "developing processes to deal with the issues" and "setting the direction for a new sense of participation and involvement." District leadership "has involved people to address issues," and opened up communication around the budget and facility process.

Clarity on the district's mission

Almost every participant we talked with knew and could clearly describe the mission of the district, without the jargon and eduspeak that are so often associated with mission statements. This level of consistency is commendable.

Good use of electronic communication

The Flash, the district's e-mailcommunique, is read and appreciated. The electronic version of the Curriculum Guide to Services is easy to navigate, well written, and with the use of staff photos, personable and friendly. We were able to view the web site under construction; the new design is a great improvement on the existing site.

Frequent forecast: Getting better

We heard some participants describe the current state of the organization as one which is headed toward improvement. "Right now we have the best potential for doing the best we can in all areas." "I think Mike is ready to start asserting himself." Specifically in the area of communications, there is the expectation of improvement as a result of new leadership. "We've hired a superintendent who believes in communication and has the skill and background to encourage it."

Challenges and Opportunities

Communications: Too little, too late; no focus, no results

The few voices that expressed the belief that they received enough information or that their supervisor was a good communicator were drowned out by those who see communications as a weakness of the organization.

In the category of too little, they place too little planning for systematic communications; too little outreach to employees, districts, or the public; too little effort to build a sense of connection among employees; too little use of other strategies beyond electronic mail. The FLASH is well received and cited frequently as an important source of news, but employees clearly are looking for more information and more ways to receive information. The vacuum created by too little information is often filled with rumor and misinformation.

- *Communication is left up to chance that I will read my e-mail.*
- *We need a strategic communication plan based on □ goals and objectives.*

- *The FLASH is overused. We need more opportunities to meet.*
- *We need less miscommunication. If there's good quality information, there's less gossip. People will learn they can't misrepresent the truth because the person they are talking to may know the truth.*

Communications are often too late: notices of workshops, notices of RIF's, explanations that would help employees understand decisions before rumors muddy the waters. "We need timely information. We need it as it is occurring. Administration thinks they have to dot all the i's and cross the t's before they communicate. This creates mistrust."

There is little focus and direction, with several participants acknowledging they don't understand the role of marketing and communications.

- *There is zero effort toward marketing and public relations, strategically assessing what groups are in the community and who the players are.*
- *There is some confusion on how exactly we use the communications and marketing resources.*
- *Unless we take the ball and run with it, it doesn't happen.*

Inaction, inertia, and the fear factor: Breakdowns in communication

For too many people, there is no loop in the feedback loop. They participate in discussions and never hear what action was taken. "I've been to sessions like this and have never seen anything come of it." They provide input but there is no output. They bring concerns but never learn if there is a resolution to their issue. "It's hard to feel listened to when nothing ever comes of what you are talking about." Meetings occur, but no one other than those at the meeting knows what happened at the meeting. The danger in this practice is that eventually communication will stop. Some participants ascribe this problem to a lack of understanding of the need to communicate, rather than resistance to communicating.

- *People don't realize how their work may affect other people and they don't communicate about it.*
- *We're in a rush. People don't stop to ask what (other) people need to know □ If given an opportunity, they really like to communicate. They are not withholding.*

Others see that communications is just one realm among several where the organization is more inert than active.

- *There is plenty of inertia.*
- *I assume there is very little happening. Unless we go to them with some specific need we don't know what's going on.*
- *There is a lot of "oh poor me" out here, but people need to be proactive and say if things aren't right.*
- *We're not dealing with incompetence. People look the other way.*

The problem with being forthcoming, we heard, is that there is a perceived danger in an exchange of views. There is "mistrust," "a history of a negative culture," "mean-spirited people," "a gotcha attitude."

- *It is as though there is a free license to treat people unkindly.*
- *There is a lot of mistrust and people do not feel safe to go to their supervisors.*
- *There are people who feel they have a right to yell and put you down and that is why I personally feel unsafe.*
- *What I hate the most is the demeaning, the belittling, the talking down to me, no respect, like a slave on a plantation.*
- *There is a lot of bitterness. People aren't open, even when they have the opportunity.*

Separate silos

The delivery of services through the ESD is provided through departments that function as separate kingdoms, with little exchange of information or expertise between or among them. The nature of some services, for example, special education delivery for specific children, results in employees who are more like independent contractors than members of a larger organization. There are power issues at play, with expressions that "some departments get all the dollars."

- *What goes on at the ESD doesn't concern them - they just get their paycheck from the ESD.*
- *What we do is foreign to them (at the schools) and what we do is foreign to us (in the departments).*
- *If they felt they were part of the organization they would feel more pride in their work and produce more quality work. They would not be clock-watchers, and they would expend more for the organization.*
- *There are people at 20 different sites. Making them feel like members of one organization is tough. I've tried to make connections. It feels like a black hole.*

Who is our audience?

The ESD has minimal communication with those who foot the bill for services at the outset: taxpayers in Lane County. There are those who believe outreach to the community should be increased. Communication is somewhat better with those who receive the services: school district boards, superintendents, individual teachers, and parents of students. Communication is mixed for those who deliver the services - the employees of the district. The question becomes one of where to focus communications when expectations vary and resources are limited, and how to target information for specific audiences.

- *Internal communications needs to be stronger. Some people think this is just a place to get their paycheck.*
- *I liked the Communique. It went to all districts, external and internal audiences. I would love to see that come back. (Note: The publication described was InnerViews.)*
- *We need more coverage.*
- *ESD is an entity. They have to go high profile.*

- *We need a collaborative process with those we serve, and need to include our customers. Marketing is an exchange of benefits.*
- *We need more visibility of staff in the community.*

II. The Life Raft

Recommendations in this section are intended for immediate implementation.

1. Develop focus and direction with a Strategic Communication Plan.

The plan should identify messages to communicate by audience and what each audience should know and do; describe the strategies to be used; set up a timeline and budget for implementation; and identify how success will be measured. The plan must be aligned with the ESD mission, which everyone knows is service in order to improve student learning in each of the districts. We recommend particular emphasis on communicating with employees, and identification of a variety of strategies, especially opportunities for person-to-person conversations. Another audience of importance for you is legislators, and a component of the plan will be identifying strategies to communicate with them and to hear their views. Your employees, particularly supervisors, should be connecting with your greater community through memberships in professional organizations and civic clubs. At this juncture we recommend you concentrate your efforts on person-to-person connections rather than generate print information for your external audience.

This audit serves as one research step necessary to build a successful plan. Specific direction and timeline for creation of a plan is provided in a separate memo. To the extent that the plan is built with participation from a representative group of employees and service recipients, so much the better. While we rarely make a distinction between a communication plan and a marketing plan, we are choosing to underscore the importance of a marketing *orientation* in the next recommendation.

2. Use the tools and perspective of marketing to serve your customers.

The tools of marketing include those that you are employing now: listening efforts to learn what your customers want. As one participant said, "You may not be able to use all of the input, but you need to ask." The information gained from your resolution process and evaluation of services can also provide you direction. The marketing perspective results in efforts to "go to" the customer, rather than wait for someone to call on you. One participant expressed this well: "The answer is not to bring groups here. We must go there. It shows a lack of understanding of service if you expect them to come here. Our motto should be: We're out there."

Once you know what your customers want, close the feedback loop by reporting back to them. Include information that will help customers see the actions you took in response to their feedback. Your memo can be called: "We Hear You."

We echo what one participant said: "We need to communicate to our constituents what services we have and how we can help - but not from the institutional point of view that says, we have a

service, if you need it, come to us." Employ feedback loops throughout your district, providing short summaries of decisions made in cabinet meetings and descriptions of what's new in departments.

The past few months have been difficult for the organization, and when people are stressed, they often create answers where there are none. Take a page from the movie theaters in your neighborhood and provide previews of "the new movie" coming soon: information on issues that will affect them, and when it will be released. When you don't have an answer, let people know when they can expect an answer. If you can describe options you are considering, particularly the upsides and downsides, employees will get a better idea of the complexity of the decision-making.

3. Create a set of expectations for communications and provide training for managers and employees.

As part of your communication planning, you'll want to identify how you can communicate to all staff that they have an important role to play as a communicator, to define what that role is, and to keep them well-informed so they can perform the role successfully. To the extent that you can eventually provide training for that role, so much the better. There were employees identified in this process as exemplary communicators. Your task is to increase their number. There were employees identified as gossips. Your task is to eliminate that practice. The best training is demonstration: give your employees many opportunities to see that the school board, superintendent, and directors are skilled communicators.

4. Begin work to build a culture of recognition and appreciation.

When an organization is under siege, as the ESD has been, it is common to see movement in one of two directions: to move together, or to move apart. Many participants expressed hope that the organization could cast off the baggage of the past and become more cohesive. We recommend starting with a simple directory that identifies who people are and what they do. Organize at least one event soon to bring everyone together. Use picture displays of employees in your reception area or close to their work areas. Plan an open house at least once a year, if not more often, and build in incentives to participate.

III. Higher Ground

These long-term recommendations are related to operations and services as well as communications.

1. Improve understanding of the resolution process.

The puzzle here: How to provide services with reduced funding to small and large districts. The effort made this year to open up the process received high marks from participants in the school districts served by the ESD. It's clear, however, that a better result is hoped for, if not expected. "We just pushed the whole thing through (resolution process). We were told that if we didn't approve the resolutions we would be taking them away from another district that did need it. It was very irritating to our board. The whole thing feels like a perfunctory process." "Unique and structural grants are keeping the ESD from fulfilling its service role." When push comes to shove, districts see the need for the ESD, but believe they themselves could do a better job in getting to answers.

- *I would like a menu of services that better meets individual needs instead of throwing the same services at everyone. In other words, only pay for the services I need.*
- *This is the second meeting I have attended that we are paying a firm to listen to our concerns. We need to be having these discussions at our meetings.*
- *I would not split it up. Even if you split it up, you would still be complaining about the same things you are complaining about today. (This is in reference to a suggestion that the ESD be abolished and that dollars currently provided to the ESD could be given instead to the districts through a direct allocation.)*
- *There are answers if we all work together. All of us working together in a meeting we call ourselves would be more effective and it would happen faster.*
- *The ESD superintendent should represent the 14 small districts, then come to the table with superintendents from the large districts and hammer it out.*

We understand that the resolution process itself has parameters developed at the state level. Our recommendation is that you build better understanding of your services and your limitations before the resolution process gets underway.

- Start by scheduling a two-four hour meeting in every district between October and February.
- Bring members of the ESD cabinet to meet with cabinet members and one or two board members from the district.
- Focus your discussion this year on two areas of service: special education and technology services.
- Prepare a presentation, reviewed by cabinet, which covers what the services are, how the services contribute to student learning, the benefits of that service to the district, the challenges and limitations the ESD encounters in service delivery, and the cost of services.
- Put this question on the table for the school district to answer: How can we improve services to you?

2. Examine the efficiencies that can be gained by doing business differently.

You have a good start in this arena, participants say, with your work this year in matching reduced resources to services. We endorse a recommendation from some participants to pull a representative group of customers together for a discussion focused on efficiency. Topics to be covered include: sharing resources, saving resources, avoiding duplication, collective lobbying and purchasing power, and consolidated media services, coordination of travel.

3. Put in place practices and procedures that build trust.

We recognize that building trust takes time: time to build confidence in new leadership, time to replace hard memories with new insights. The ESD is overdue for a change in the climate of the organization. There may be a sufficient level of trust existing to get you into the lifeboat. We believe the following practices and procedures will move you to higher ground.

- Be open and forthright. "It doesn't help to hide things."
- Provide multiple opportunities for people to give input and be heard, without any fear of recrimination. Use suggestion boxes, survey forms at the front desk, "go-arounds" at the end of meetings to elicit questions and check the level of understanding. Said one participant: "Give people the freedom and desire to communicate. We don't realize what our actions do to stop them."
- Implement a system of reciprocal evaluation that includes feedback from employees on the performance of supervisors.
- Develop procedures that clarify how decisions will be made in the organization. Show respect for employees by involving them in decisions that affect them. Clarify who has ultimate responsibility for the decision.
- Have a written procedure (if it doesn't already exist) for resolving concerns and make sure everyone knows it exists. Provide a copy to new employees as part of their orientation.
- Through a collaborative and open process, develop a set of operating principles which establish how employees will treat one another; how they will communicate with each other; how they will resolve differences in opinion; how they will confront inappropriate behavior. Employees must be willing to enforce the operating principles through their own behavior, rather than merely rely on a supervisor or some other authority to monitor the organization.
- Demand excellence. Employees can be - and are - demoralized when poor performance is not challenged or corrected.

4. Bump up your processes for evaluating services.

You are using surveys to evaluate your services, but the person filling out the survey you sent may not know enough to give you an accurate response. If you rely on surveys alone, you miss learning answers to questions you didn't ask. Make field interviews a regular part of your evaluation. Create a formal process for employees - whatever their role - to send in comments they receive on services, e.g., "I did a workshop in Eugene yesterday and teachers told me nobody does it better than we do." When you can successfully quantify customer satisfaction, you can feed back this information to districts and schools that may not be using your services.

When you're ready to generate your next brochure, you'll have the information you need to market your services

IV. The First Aid Kit

This section includes suggestions to incorporate in your communication planning. Many are verbatim responses to our question: What would improve communications? Some are suggestions we make based on our knowledge and experience. Since resources limit all communication efforts, we use the term "suggestions" quite deliberately to provide the latitude for you to select actions that will have the most impact on your work.

Services

- Help in the communication of School Report Cards required by the state.
- Increase help provided to schools/districts in the area of assessment.
- Streamline the process for reimbursement of grants: "The timeframe is unreasonable, the paperwork and documentation too cumbersome."
- Alert the business office in a school district when a school or teacher receives a grant.
- Make the courier service more efficient: reduce number of trips, verify trip is necessary, use UPS for remote delivery.
- Clean up the mailing list: schools and districts are receiving duplicate information.
- Create locations for satellite services.
- Coordinate information to districts on the impact of the Sizemore initiative on each of the 16 districts, within the parameters of the law.

Two-way communications

- Organize meetings by affinity groups: meet with small districts as a group, and large districts as a group.
- Alternate meetings at the district office with meetings in the districts, e.g., superintendents' meetings.
- Include a representative from a large and small district at your cabinet meetings.
- Rotate representation from both large and small districts at board meetings.

- Revisit the cancellation of the School Achievement Fair. More than one participant saw the fair as "one of the best marketing tools we have."
- Sponsor a half-day retreat with the board and community agencies to answer the question: "Do you know who we are? Do you know what services we provide? What can we do differently?"
- Identify organizations and individuals that are "key" to communication in your county, then determine who in your organization can connect with them on a regular basis. Answer these questions: Where are ESD staff and board members already serving on committees? Where are liaisons needed?

Print and Materials

- Create a Guide to Services agency-wide. Yes, potential customers can find information on your new and improved website. But people also want something they can hold in their hands, or use as a quick reference on their desk, or pull out of their briefcase and give to someone.
- Do a better job promoting workshops. Target potential customers instead of sending out a blanket notice, e.g., Working Smarter. Make sure those who visit the website can register for all workshops online.
- Distribute the minutes/notes from meetings of the districts to all principals.
- Provide a very brief Index for the FLASH, so that readers will know quickly what's in each edition. Add a message from the Superintendent, and include some form of employee recognition as a regular feature. Despite the invitation to submit news that is included at the bottom of each edition, a few employees questioned "who feeds the FLASH?" News gathering may have to be more aggressive.
- Identify information that new employees need and provide it, including an employee handbook, staff directory, guide to services.
- Create an attractive look to replace the ubiquitous brown bags: "Who pays attention to a brown bag with a label?"

Climate

- Keep doors open - literally - as much as possible.
- Honor employees during appreciation weeks.

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – July 12 , 2000

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|------------------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, July 12, 2000, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Vern Bittner, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Eileen Palmer, Alan Livingston, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Laura Krenk and Ken Hadlock</p> |
| | 1A | <p>Organization of the Board for 2000-01 includes election of Board officers:</p> <p>Election of Chair:
Chair pro-tem Don Kimball opened the floor for nominations for Board Chair for 2000-01.</p> <p>Director Duerst-Higgins nominated Don Kimball. There being no other nominations, a unanimous ballot was cast to elect Don Kimball. Don Kimball was declared elected Chair of the Lane ESD Board for 2000-01. (ESD Resolution 00-001)</p> <p>Election of Vice-Chair:
Director Miller nominated Jim Swanson as Vice-Chair. There being no other nominations, a unanimous ballot was cast to elect Jim Swanson. Jim Swanson was declared elected Vice-Chair of the Lane ESD Board for 2000-01. (ESD Resolution 00-002)</p> |
| 2. Recognition of
Staff and/or Public | 2 | <p>There was no staff or public recognition.</p> |
| 3. Public Participation | 3 | <p>There was no public participation.</p> |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.</p> <p>(1) Approve Board minutes of June 27, 2000
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting June 27, 2000, as submitted.</p> <p>(2) Adopt Policy Revisions
BE IT RESOLVED that the Board of Directors of Lane ESD adopts revisions for Policies AC – Non-Discrimination; BBFA – Board Member Conflicts of Interest; BCF – Advisory Committees to the Board; BDC – Executive Sessions; BDDG/BDDK – Minutes of Board Meetings; and BFD – Board Policy Implementation, as submitted.</p> <p>(3) Approve Routine Fiscal Designations
BE IT RESOLVED that the board of Directors hereby designates J. Michael Vermillion as Clerk of the District and Custodian of Funds for the Fiscal Year 2000-01 in accordance with ORS 334.225.</p> |

BE IT RESOLVED that the Board of Directors of Lane ESD appoints Kent Stephens as Budget Officer for the District for Fiscal Year 2000-01, in accordance with ORS 294.331.

BE IT RESOLVED that the Board of Directors of Lane ESD designates J. Michael Vermillion 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 and return information pertaining to the Lane Education Service District (#93-6010866) and 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 J. Michael Vermillion, and Kent Stephens as signatory for all district financial accounts for Fiscal Year 2000-01.

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Clerk's Bonds for J. Michael Vermillion for the face amount of \$100,000; and for Kent Stephens for the face amount of \$100,000.

BE IT RESOLVED that the Board of Directors of Lane ESD designates the following financial institution as official depositories for District funds during the 2000-01 Fiscal Year: United States National Bank, 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).

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Superintendent J. Michael Vermillion 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 Pool:

- J. Michael Vermillion, Pam Bonebright, Ken Hadlock and Kent Stephens.

(4) Approve Official Designations

- Legal Counsel — Joe Richards of Luvaas, Cobb, Richards & Fraser
- Auditors — Jones and Roth, P.C.
- Newspaper — Register Guard

BE IT RESOLVED that the Board of Directors of Lane ESD approves the official designations for the 2000-01 year, as presented.

(5) Approve 2000-01 Board Meeting Dates

BE IT RESOLVED that the Board of Directors of Lane ESD approves the 2000-01 Board meeting dates as submitted:

- | | |
|----------------------|---------------------|
| • August 29, 2000 | • February 27, 2001 |
| • September 19, 2000 | • March 20, 2001 |
| • October 24, 2000 | • April 24, 2001 |
| • December 12, 2000 | • May 22, 2001 |
| • January 23, 2001 | • June 26, 2001 |

DIRECTOR DUERST-HIGGINS 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 BERNEY BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 00-003)**

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|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. Discussion/
Reports | 6 No reports at this time |
| 7. Superintendent's
Report | <p>7A Vacation Carryover
Superintendent Vermillion commented that staff vacation carryover will be analyzed and options considered to minimize the need for vacation carryover requests.</p> <p>7B Staff Evaluation (official attachment)
As a result of last LCEA negotiations, an agreement was made to review the staff evaluation program. In order to expedite this process, consultant Bill Maier has submitted a proposal for reviewing the staff evaluation program that meets the timeline as stipulated in the LCEA agreement. LCEA leadership and ESD cabinet agree that this proposal meets the need for an appropriate, timely process.</p> <p>7C OTIS Report (official attachment)
Superintendent Vermillion distributed a working document with possible options to the information needs of Lane County schools. The document also considers next steps to finding a solution or solutions so that all districts have information needs met beyond June 30, 2002. The ESD Board can expect to discuss "cash in lieu" of services at a later date.</p> <p>7D Lane ESD has received a request for a contribution in support of the Wayne Morse Free Speech Platform at the Lane County Courthouse. ESD attorney Joe Richards has advised that as an agency receiving public funding, the ESD may not legally make contributions.</p> |
| 8. Information from
Administrative Staff | 8 None at this time. |
| 9. Board Member
Presentations and
Comments | <p>9A Committee and Liaison Reports:</p> <p>LCOG—Director Miller reported that at their last Board meeting, LCOG adopted a budget for the coming fiscal year in excess of \$21 million.</p> <p>OSBA Board—Director Duerst-Higgins reported that she attended the NSBA Pacific Region meeting that was held in Portland.</p> |
| 10. Announcement/
Correspondence | 10A OSBA Fall Regional Meeting agenda will be focused on the legislative session and November general election. The Lane County meeting date will be determined soon. |
| 11. Public
Participation | 11 There was no public participation. |
| 12. Adjournment | <p>The meeting was adjourned at 7:35 p.m.</p> <p>The next meeting of the Lane ESD Board of Directors will be on Tuesday, August 29, 2000, beginning at 7:00 p.m., at the ESD Center Building</p> |

Minutes approved:

8-29-00 BJM
(date) BJM

Attachments to official minutes:

1. Staff Evaluation Project
2. Information Needs Options


Don Kimball, Chairperson


Mike Vermillion, Superintendent-Clerk

June 28,2000

TO: Mike Vermillion

FROM: Bill Maier

RE: Staff Evaluation Program Project

I have completed my review of the relevant documents as well as work done to date and propose the following timeline/process for completing the initial drafts of the project by January 31, 2001.

1. I propose to spend four days early in September collecting information from staff about the current evaluation program and the type of revised program they would like to see. I would like to meet with management staff (directors, managers, supervisors, etc.), classified staff working in this facility, and special education staff, both licensed and classified, not working at the ESD. Hopefully, these three meetings would be held early in the week so that I can pull all the information together for the Evaluation Program Committees to review at the end of the week. I will leave it up to you and the Cabinet to select the appropriate week given everything else that happens at the beginning of the school year.
2. There appears to be some consensus among those who have been involved that we need to develop two evaluation programs, one for licensed staff and one for classified staff. I agree and propose that we begin with revising the evaluation program for licensed staff first. I suggest that a Licensed Employee Evaluation Committee convene at the end of September for the better part of a day. I believe this Evaluation Committee, for this portion of the project, should include the administrative members who are currently involved, Alan Pierce, and at least two additional licensed staff. It would be helpful to have someone from staff development, a special education classroom, and school psychologist/speech pathologist/etc. During this time together, I will share several examples of evaluation standards/programs which correlate with the feedback received in early September. By the end of this day, I intend to reach some general agreements regarding the direction to proceed.
3. Following this late September meeting, I propose to draft an evaluation program for licensed staff based upon the feedback and direction received at the earlier meetings. This draft will be consistent with current research as well as applicable state statutes, Board policies and collective bargaining agreements. The draft will be completed by the end of October and I propose another meeting of the

modified Evaluation Committee at this time to validate that the draft accurately reflects the direction of the Committee. I suspect there will be some revisions to the draft following this meeting but believe it will not be necessary to pull the full Committee together again until sometime in January for a final review. In the meantime, I will attempt to work with members using electronic means of communication.

4. Early in November, I would like to meet with a different Evaluation Committee for the better part of a day to begin the work of developing an evaluation program for classified employees. The membership of this Committee ought to represent the management staff and employees who are impacted by the program. Perhaps the same administrators should be involved but I am open to revising this. I do think a manager from OTIS should be on the Committee as well as any other manager who supervises a significant number of classified employees. Alan Livingston and Alan Pierce probably should be involved for sure so that they will be able to explain the thinking of the group "down the road". Likewise, I believe we need a cross-section of classified employees on the Committee. For the sake of discussion, I think we have at least three groups to consider (secretarial/clerical, technical, and instructional) There might be one or two more groups not included here but these come to mind. During this daylong meeting, I will review the feedback received from employees and share some examples of evaluation programs which correlate with the feedback. By the end of this day, I intend to have some agreements regarding the direction to proceed.
5. Following this meeting, I will develop a draft classified employee evaluation program. As with the program for licensed staff, this draft will be consistent with current research as well as applicable state statutes, Board policies, and collective bargaining agreements. This draft will be complete by early December and I would propose a meeting of this Evaluation Committee at this time to validate the draft.
6. During the latter part of January, I would like to meet with both Committees on different days to finalize the draft documents. I suspect it will take the better part of a day for each group to complete the tasks. In addition to finalizing the draft documents, each group will develop a plan for sharing the drafts with employees and obtaining feedback during the months of February and March. The drafts should also be shared with the Board members at this time to assure they are supportive of the direction being taken. We probably ought to have a discussion

with the Board in September, as well, to let them know the process being followed and the expected timelines to be met.

7. The two Committees will reconvene in early-April on separate days to review feedback received from employees, make final adjustments to the drafts, and recommend an implementation strategy. After the adjustments are made and recommendations are forwarded to you, I propose the Board adopt the revised evaluation programs along with any required changes to Board policy and collective bargaining language at their May meeting.
8. Prior to the start of school for the 2001-2002 school year, management staff responsible for evaluating employees will receive training on the new evaluation programs and begin the implementation process. The training can be worked out later but should involve those who participated in the development process. I would be happy to assist if you believe it would be helpful.
9. While all of this is occurring, I propose that I also work on developing a draft document for evaluating management staff. I will need some time with the Cabinet when I am in town to collect information and feedback but think I can complete this task on pretty much the same timeline as the other two evaluation programs.

This process is somewhat rough at this point in time. It will begin to smooth out after the first several meetings and I can get a better feel for where people are regarding this issue. It is a fairly energetic process but I think it is possible if people will participate when we come together and respond to requests for information and feedback when asked. Otherwise they should expect more meetings to get the job done.

The following is a set of questions or comments which I think need to be addressed before we get too far into the process:

1. Are the Association and Board open to revising the current collective bargaining agreement through the use of memoranda of agreements? For example, the current contract language requires at least one observation annually by the employee's ESD manager. This may not make sense for some elements of a revised program. Furthermore, the current language states that no contract teacher will be placed on a program of assistance for improvement for any alleged deficiency stated in ORS 342.865 (1) without completion of a pre-observation meeting, an observation, a post-observation meeting, and written notice of the

alleged deficiency. What about the teacher who throws a ball at a kid who isn't paying attention and it hits the kid without causing injury? Even though you have witnesses to the action and can clearly see a mark on the kid, do you have to observe this action during a planned observation in order to give the teacher written notice not to do it again? Finally, the contract language calls for the completion of a new evaluation "form" by January 31, 2001. The drafts will be completed by this date but the programs will not be adopted until May.

2. Annual evaluations are currently required for all employees. Are the Board and Association open to formally evaluating contract teachers and non-probationary classified employees on a biennial basis? It is assumed that probationary teachers and probationary classified employees would be evaluated annually or prior to the end of six months of employment whichever applies.
3. Is there any interest in reducing the number of job descriptions whenever possible? I have found that the more general you can be with job descriptions, the better.
4. I cannot stress too vigorously the need to have broader representation from the Association on the Evaluation Committees. Failure to deal with this will make it difficult to generate the commitment required of everyone to make the programs work. This should not be that difficult. I am doing most of the work and require the absolute minimum amount of staff time.

LANE ESD EVALUATION PROGRAM PROJECT

DRAFT CALENDAR

- | | |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Early September- | Consultant meets with employee groups to collect information and feedback about the current evaluation program as well as the type of revised program they would like to see. Share information with Evaluation Committees. |
| Late September- | Consultant meets with Licensed Employee Evaluation Committee to review information and reach agreements regarding direction to proceed. |
| Early October- | Consultant creates a draft evaluation program for licensed personnel. |
| Late October- | Consultant meets with Licensed Employee Evaluation Committee to validate that the draft accurately reflects the direction of the Committee. |
| Early November- | Consultant meets with Classified Employee Evaluation Committee to review information and reach agreement regarding direction to proceed |
| November- | Consultant creates a draft evaluation program for classified personnel. |
| Early December- | Consultant meets with Classified Employee Evaluation Committee to validate that the draft accurately reflects the direction of the Committee. |
| Late January- | Consultant meets with both committees to finalize draft documents and develop a plan for sharing the documents with staff. |
| February/March- | Committee members meet with staff to share draft documents and collect feedback. |

Early April-

Consultant meets with both committees to make final adjustments to programs and develop a recommended implementation strategy.

May-

Board adopts revised evaluation programs, changes to Board policy, and memoranda of agreement.

August

Train management staff to implement the revised program.

Options to Support Lane County School District
Information Needs

July 13, 2000

BACKGROUND

- Oregon Technology & Information Services (OTIS), a provider of fiscal and student information service applications for many Oregon school districts and ESDs, will cease to exist as a legal entity on June 30, 2001.
- Lane ESD (LESD) will continue providing both fiscal and student software applications at least through June 30, 2002. LESD may continue to provide both fiscal and student applications beyond this date should there be sufficient financial resources, interest and need to allow additional time for transition to alternative systems.
- There are sixteen school districts in Lane County. All school districts and Lane ESD use the LESD/OTIS systems, except Eugene 4J.
- The Eugene 4J School District annually accepts cash in lieu of receiving OTIS information services.
- There is a desire on the part of Lane ESD, fiscal agent for OTIS, to continue to support the information service needs of all Lane County school districts. However, there is no desire to continue providing these services, at the same level, at Lane ESD beyond the June 30, 2002 date.
- Lane ESD provides approximately \$1,000,000 annually in support of the information service needs of all Lane County school districts, and Lane ESD. Eugene 4J receives about \$200,000 out of the \$1,000,000 sum.

POSSIBLE OPTIONS

In order to provide the desired support for Lane County school districts, four possible options have received limited attention, at this point.

1. Lane ESD provides resolution dollars on some formula basis to each district. Each district, then, is responsible for finding its own information services solution. Concomitantly, Lane ESD would have to find a solution to meet its needs.

2. Lane ESD provides resolution dollars to Eugene 4J and Springfield school districts who then provide information services for all Lane County school districts, and Lane ESD. Eugene would provide student services processing and Springfield would provide business services processing.
3. Lane ESD enters into a partnership with Clackamas ESD (or possibly Linn-Benton-Lincoln ESD) to provide both business and student information services for all Lane County districts. Note: Clackamas is currently in the process of changing its business application software and may be interested in using the OTIS student system design for improving their student information system.
4. Lane ESD enters into a partnership with Clackamas, Linn-Benton-Lincoln, and Willamette ESDs whereby Clackamas, LBL and Lane ESDs would share responsibility for providing business and student applications for all districts associated with this partnership.

QUESTIONS

1. Of the four options, which is the most fiscally responsible for all districts involved?
2. Of the four options, which is the most technically feasible from the standpoint of current hardware configurations, available software applications, functionality, user requirements, conversion timelines, etc.?
3. Options 2, 3 & 4 have governance implications. What would be the best approach for dealing with governance issues?
4. Are there other options to consider?

ELEMENTS OF ANALYSIS

The following are considered important elements of comparison when evaluating options:

Financial

Costs:

- Initial acquisition: software and hardware
- Connectivity: network/infrastructure enhancements
- Implementation: consultant, personnel and material requirements associated with training on new software and equipment

- Modifications/Enhancements: software changes required to meet Oregon reporting requirements, upgrades and local complexity/flexibility
- Ongoing Maintenance: license fees, personnel, contracted specialists
- Maintaining existing fiscal and student systems until conversion completed

Revenues:

- Revenue streams required to sustain systems acquired
 1. School district(s)
 2. Oregon Department of Education
 3. Education Service District(s)

Organizational Elements

Stability:

- Is the partner/provider financially stable?
- How is the partner/provider organized to provide service?

Experience:

- Does the partner/provider have experience providing application and network services to autonomous organizations?
- Does the partner/provider have experienced staff on board to provide the application and network support?
- Does the partner/provider have a plan for provision of the services necessary to support Oregon school districts?

Capacity:

- Does the partner/provider have the capacity (infrastructure, personnel) to fulfill commitments?
- What is a realistic timeline for assuming operating responsibility for Lane County school districts and the ESD?
- Does the partner/provider have the capacity to extend service to the 16 Lane County school districts and the ESD, plus other school districts around Oregon?
- Does the partner/provider have the capacity to provide both fiscal and student information systems?
- Does the partner/provider have the infrastructure in place to provide the necessary services?
- Does the partner/provider have a plan for infrastructure implementation, and what is the timeline?

Program Elements

Functionality:

- Needs/wants: How does information required (needs) compare to information desired (wants) by a school district? Does the software application satisfy Oregon reporting requirements, student tracking requirements and scheduling requirements?

Scalability:

- Does the software application have the capacity to accommodate additional users and school districts of different sizes?

User-Driven Requirements:

- Presentation to User: Green Screen compared to graphical user interface (GUI).
- Access to Data: Browser-based (Internet) compared to Client Server using emulation software.
- What are the implications of these requirements to the user?

Changing Requirements for Information:

- Federal and State legislative reporting requirements change
- Oregon Department of Education (ODE) reporting requirements change
- Data Base Initiative (DBI) impacts the presentation/format, the data elements required, and data delivery to ODE.
- What are the long-term implications of these changes on the costs of either modifying or enhancing programs?

Locus of Decision Making

Decision Makers

- Who makes what decisions? Technical? Instructional? Principals? Managers? Directors? Business? Superintendents? School Boards?
- Who makes the final decision? District Office? Schools? ESD?

Political Elements

Variables embedded in the decision making process:

- Culture: The perceived need to preserve local control to assure local needs are met.
- History: The perceived quality of prior working relationships

- Power: Control issues. How do you share power? What accountability mechanisms are implied by shared decision making?
- Change: The manner with which organizations deal with new ways of doing business. Resistance v. acceptance.

NEXT STEPS/STRATEGY/ACTION PLAN

As the investigation of options proceeds, consideration should be given to the following:

- Cost: Identify and manage initial and ongoing expenses associated with conversion to a new system that will meet State reporting requirements.
- Revenue: Identify sustainable revenue streams that will support the initial and ongoing costs of networking, hardware and software.
- Risk: Manage risk of the conversion by selecting proven hardware and software, and spreading the cost of conversion over a larger student base.
- Clarity of Need: Be clear about the information that is required to be reported and the information that is desired. Do the costs justify purchasing systems that satisfy all desires?
- Flexibility: Is there the ability to meet unique needs of school districts within the context of the fiscal and student information systems, and the governance structure of the partner/provider?
- Timeliness: Can the information needs of Lane County school districts and Lane ESD be accommodated within a two-year timeframe?
- Integration: Can data from the fiscal and student information systems be integrated to accommodate the requirements of the Data Base Initiative (DBI)?

The next steps are:

1. Explore partnership opportunities with Clackamas ESD. The first meeting was held on July 7, with subsequent meetings scheduled for late August. As talks progress, opportunities for users to see demonstrations of all Clackamas products would be arranged.
2. Explore regional data center concept and partnership opportunities with Clackamas ESD and Linn-Benton-Lincoln ESD. As talks progress, opportunities for users to see demonstrations of all LBLESD products would be arranged.

3. Observe demonstrations of AAL student information system software. Demonstrations are tentatively scheduled for August 7, & 8. Les Moore, Eugene 4J, is scheduling these demonstrations.
4. Observe demonstrations of Lawson fiscal services software. Larry Carter, Clackamas ESD is scheduling the demonstration.
5. Continue to participate in the analysis of business system RFP issued by Springfield School District. Two potential vendors have been selected—Lawson and Bi-Tech. The schedule calls for demonstrations to be conducted in the October/November timeframe.
6. Apprise Lane County superintendents of status of options potentially available to them. The August 17, superintendents' meeting is probably the appropriate time.
7. Engage consultant with information systems expertise to analyze options and make recommendations that will meet the information requirements of all Lane County school districts, and Lane ESD.

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – June 27, 2000

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|------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, June 27, 2000, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Joe Berney, Vern Bittner, Sherry Duerst-Higgins, Don Kimball, Jerry Miller and Jim Swanson; advisory Board members Chuck Forster and Pat Rogers. Administrative staff members present were Superintendent Mike Vermillion, Kent Stephens, Carol Knobbe, Eileen Palmer, Alan Livingston, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Ken Hadlock, Paul Weill, Sue Mathisen, Laura Krenk, and Mike Gleason.</p> |
| 2. Budget Hearing | 2 | <p>Chair Kimball opened the hearing on the 2000-01 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 Kimball declared the budget hearing closed.</p> |
| 3. Recognition of
Staff and/or Public | 3 | <p>There was no staff or public recognition.</p> |
| 4. Introduction of
Guests | 4 | <p>Mike Gleason, director of Lane County Fairgrounds was a guest at the meeting.</p> |
| 5. Public Participation | 5 | <p>There was no public participation.</p> |
| 6. Action Items | 6A | <p>Adopt Budget
DIRECTOR BITTNER MOVED: BE IT RESOLVED that the Board of Directors for Lane Education Service District hereby adopts the budget for the 2000-2001 fiscal year in the total sum of \$34,048,471 (aggregate sum of budget requirements for all funds) now on file at the Office of the Superintendent. Director Miller seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, KIMBALL, MILLER AND SWANSON VOTING YES.
(ESD Resolution 99-039)</p> <p>Appropriate Budget
DIRECTOR SWANSON MOVED: BE IT RESOLVED that for the fiscal year beginning July 1, 2000, the amounts listed on the attached appropriations memo are hereby appropriated for the purposes as indicated within the funds listed (official attachment). Director Bittner seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, KIMBALL, MILLER AND SWANSON VOTING YES. (ESD Resolution 99-040)</p> <p>Levy Taxes
DIRECTOR MILLER MOVED: 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 \$.2232 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized for tax year 2000-2001 upon the assessed</p> |

6. Action Items
(continued)

value of all taxable property within the district. Director Swanson seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, KIMBALL, MILLER AND SWANSON VOTING YES.** (ESD Resolution 99-041)

	Subject to Education Limitation	Excluded from Limitation
GENERAL FUND	\$.2232/1,000	\$0

6B The following action items were included in the Consent Agenda approval:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.

(1) Approve Board minutes of May 23, 2000

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting May 23, 2000, as submitted.

(2) Accept monthly Human Resources Report and approve personnel recommendations.

Appointments: Rosannah Hayden, Speech/Language Therapist, 8/29/00
Lisa Sergy, Lane School Teacher, 8/29/00
Karin Shipley, School Psychologist, 8/29/00

Discontinuation

Of Employment: Julia Hosack, Adaptive PE, 6/19/00, RIF
Colleen Hunter, Life Skills Teacher, 6/17/00, Resignation
Leslie Mraz, Temporary School Psychologist, 6/19/00, Termination
John Wilt, Temporary Teacher Consultant, 6/19/00, Termination
Karen Post, Life Skills teacher, 6/19/00, Resignation

Change of

Status: Jeanne Mallchok, Adaptive PE, 8/29/00, RIF to Recall
Lynn Lary, Information Technology Specialist, from 192 to 207 days

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated June 20, 2000.

(3) Adopt Policy Revisions

BE IT RESOLVED that the Board of Directors of Lane ESD adopts revisions for Policies DA – Fiscal Management Objectives; DBEA – Budget Committee; DBG -- Budget Hearing and Budget Adoption Procedures; and DL – Payroll, as submitted.

(4) Adopt 2000-01 Special Education School Calendar

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the special education school calendars as submitted.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Berney seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 99-042)

6C Approve 2000-01 Board Meeting Dates

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Lane ESD Board of Directors 2000-01 organizational meeting be set for Wednesday, July 12, and that the remainder of the meeting dates for 2000-01 be approved at that meeting. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 99-043)

- 6D **Approve Board Member Attendance at OSBA Summer Conference**
There were no requests from Board members to attend the conference.
- 6E **Approve Employment Training Advisory Board Member Designation**
DIRECTOR BITTNER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the reappointment of Chuck Forster as the Employment Training advisory board member for a two-year term beginning July 1, 2000. . Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTING YES.**
(ESD Resolution # 99-044)
- 6F **Approve Superintendent's Salary for 2000-01**
Director Swanson reported that ESD superintendent salary research showed the 50th percentile to be \$101,500. Directors Swanson and Kimball recommended that the 2000-01 salary for Superintendent Mike Vermillion be set at \$101,500.
DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves Superintendent J. Michael Vermillion's 2000-01 salary in the amount of \$101,500. **Director Miller seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-045)**
- 7A **Planetarium Report**
Curriculum and staff development director Eileen Palmer announced that community member John and Robin Jaqua have committed to donating funds to purchase the Skyvision equipment for the Planetarium—approximately \$250,000 to \$300,000. The donation is contingent upon securing a permanent site for the Planetarium. Discussions have been occurring with staff at the Lane County Fairgrounds regarding relocation of the Planetarium to the fairgrounds. Eileen introduced Lane County Fairgrounds director Mike Gleason.
- Mr. Gleason reported that the Lane County Fairgrounds Board of Directors is very supportive of the possibility of having the Planetarium at the fairgrounds. The fairgrounds' board feels that locating the Planetarium there fits with the fairgrounds' mission of supporting youth and families. Mr. Gleason stated that an architect has been engaged to do a schematic for location sites at the fairgrounds. The most likely site is the Wheeler Pavilion. It is critical that issues and difficulties of relocation be worked through logically, especially considering the lower first-year cash flow. Mr. Gleason feels this is an important opportunity for the community that should not be underestimated. Planetarium director Jon Elvert and Mike Gleason have targeted December, 2000, as a potential completion date for the move and opening.
- Chair Kimball commended Mike Gleason on his leadership and vision for the Planetarium. Advisory Board member Pat Rogers offered the assistance of the staff grant writer at the Lane County Commission on Children and Families.
- 7B **Affirmative Action Report**
Human resources manager Alan Livingston reviewed the Affirmative Action Report. Pat Rogers asked if disabilities are reviewed. Mr. Livingston stated that disabilities are not considered in the affirmative action review, although there are staff with disabilities.
- 7C **School Improvement Report**
School improvement team leader Paul Weill reported on how performance-based assessment has influenced the Oregon Educational Act for the 21st Century. Performance assessments are based on actual student performances with performance criteria outlined in a scoring guide. Statewide performance assessments occur at 3rd, 5th, 8th, and 10th grades in writing, math problem solving, speaking, reading, science, and social science. Using scoring guides establishes a "target" for students and are based on a scale of 1 (low) to 6 (high) for each dimension/trait that is

7. Discussion/
Reports

assessed in a particular subject. A score of 4 in each dimension/trait meets the expected standard. Lane ESD curriculum/staff development specialists provide training to Lane County teachers to learn how to reliably assess students.

7D Policy Revisions

The following policies have been revised according to the OSBA policy audit and were submitted for a first reading.

- AC – Non-Discrimination
- BBFA – Board Member Conflicts of Interest
- BCF – Advisory Committees to the Board
- BDC – Executive Sessions
- BDDG/BDDK – Minutes of Board Meetings
- BFD – Board Policy Implementation

8. Superintendent's Report

8A Financial Report

Fiscal services director Kent Stephens reviewed the May financial report. Revenues in areas including tuition, investment interest, and third party billing are higher than projected. The ESD may keep revenues from these sources. The fiscal services office will be preparing for the audit to begin in August.

8B ESD Task Force

Superintendent Vermillion reported that the ESD Task Force meeting was on Monday, June 26. In addition to Superintendent Vermillion, the meeting was attended by Board members Joe Berney, Don Kimball, and Vern Bittner, as well as staff members Kent Stephens and Carol Wiggins. Decisions that were made included:

Funding—95% of education dollars will go to school districts and 5% to ESD's.

Resolutions—90% of ESD funding must go to resolution services.

Equity—should occur within four years; Lane ESD will gain when equity occurs.

Number—There will be 14 ESD's (currently 21).

Name—Agencies will continue to be called "education service districts".

8C Vacation Carryover Report

The report of vacation carried over to the new year by employees was reviewed. The hours requested to be carried forward is 1,064, which is an increase over prior years. Superintendent Vermillion commented that changes in administration, such as those that have occurred at Lane ESD, could put more pressure on administrative staff and increase vacation carryover requests.

8D Grants Received

A report on the latest information received regarding grants was included in Board packet information.

9. Information from Administrative Staff

9 Special education director Carol Knobbe reported that the Life Skills program subcommittee has made the following recommendations to reduce program costs:

- Reduce the amount of reimbursement slots
- Reduce non-student time of educational assistants
- Reduce or eliminate the adaptive PE position
- Consider ways to expand Medicaid billings

A message conveyed by the subcommittee is that these are short-term "fixes", and superintendents need to consider long-term solutions about the increase in Life Skills program students.

Carol also reported that a Lane School teacher has been selected as the new special education supervisor.

Human resources and facilities manager Alan Livingston reported that, due to security issues, a surveillance system will be installed. The ESD insurance company will cover half the cost.

10. Comments from
Board Members and
Advisory Board
Members

10A Committee and Liaison Reports:

LCOG—Director Miller reported that the most recent LCOG meeting was held in Florence.

OSBA Board—Director Duerst-Higgins reported that the annual meeting was recently held Brookings. The Board adopted a budget which includes \$20,000 for education of ESD Board members. There will be more presentations at the OSBA annual conference in November pertaining to ESD Board members.

Lane Education Foundation—Director Bittner reported that the foundation has a new board member, Al Starnes. Maurice Thorne was re-elected as foundation chair.

10B Advisory Board Member Reports:

Chuck Forster, employment training advisor, reported that the Lane Workforce Partnership surveyed over 10,000 Lane County high school students regarding their education and occupation aspirations. The data will be used for baseline information for a school-to-work plan. Chuck would like to present complete survey information, along with Lane County school-to-work coordinator Bobby Lee, at the August Board meeting.

Pat Rogers, social services advisor, reported approximately 400 surveys have recently been sent to Lane County families which will provide information to identify needs, gaps in services, and children and family data to assist in developing framework for future services. Pat also reported that a national "Kids Count" report was recently released. The report rates states for children and youth issues. Oregon has moved up two points to number 25. Oregon leads the nation in the high school dropout rate. Pat will provide copies of the full report upon request.

11. Announcement/
Correspondence

11A A letter commending the work of autism consultant Barbara Tolbert was included in the Board packet information.

12. Public
Participation

12 There was no public participation.

13. Adjournment

13 The next meeting of the Lane ESD Board of Directors will be on Wednesday, July 12, beginning at 7:00 p.m., at the ESD Center Building

Adjournment

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

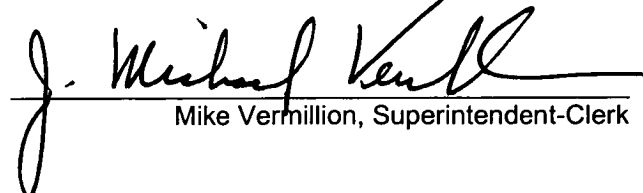
Minutes approved:

7-13-00
(date) BJM

Attachments to official
minutes:

1, 2000-01 Budget
Actions


Chairperson

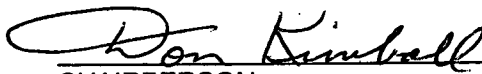

Mike Vermillion, Superintendent-Clerk

June 27, 2000

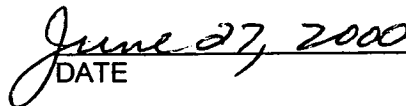
RESOLUTION IMPOSING AND CATEGORIZING TAXES

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 \$.2232 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized for tax year 2000-2001 upon the assessed value of all taxable property within the district.

	Subject to Education Limitation	Excluded from Limitation
GENERAL FUND	\$.2232/1,000	\$0



CHAIRPERSON



DATE

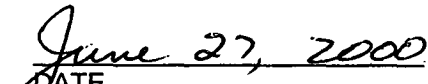
June 27, 2000

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors for Lane Education Service District hereby adopts the budget for the 2000-2001 fiscal year in the total sum of \$34,048,471* now on file at the Office of the Superintendent.

* Aggregate sum of budget requirements for all funds.


CHAIRPERSON


DATE

June 27, 2000

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that for the fiscal year beginning July 1, 2000, the amounts shown below are hereby appropriated for the purposes indicated within the funds listed:

GENERAL FUND

1000 INSTRUCTION	\$ 5,329,413
2000 SUPPORT SERVICES	6,110,820
5200 TRANSFERS OF FUNDS	401,000
6000 CONTINGENCIES	672,979
TOTAL GENERAL FUND	\$12,514,212

SPECIAL REVENUE FUND

1000 INSTRUCTION	\$ 4,213,218
2000 SUPPORT SERVICES	11,000,659
5100 DEBT SERVICE	96,000
5200 TRANSFERS OF FUNDS	80,000
6000 CONTINGENCIES	250,000
TOTAL SPECIAL REVENUE FUND	\$15,639,877

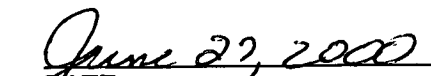
ENTERPRISE FUND

2000 SUPPORT SERVICES	\$ 3,326,804
5100 DEBT SERVICE	105,000
5200 TRANSFERS OF FUNDS	65,000
6000 CONTINGENCIES	225,000
TOTAL ENTERPRISE FUND	\$ 3,721,804

INTERNAL SERVICE FUND

1000 INSTRUCTION	\$ 187,666
2000 SUPPORT SERVICES	253,791
5200 TRANSFERS OF FUNDS	7,500
TOTAL INTERNAL SERVICE FUND	\$ 448,957


CHAIRPERSON


DATE

Note: Does not include \$1,723,621 in unappropriated funds. General (\$800,000), Special (\$58,996) and Enterprise (\$864,625).

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – May 23, 2000

- | | |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1. Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, May 23, 2000, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Vern Bittner, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson; advisory Board member Pat Rogers. Administrative staff members present were Superintendent Mike Vermillion, Kent Stephens, Carol Knobbe, Eileen Palmer, Alan Livingston, Carol Wiggins, and Barbara McBurnett, recording secretary.

Others attending were: Jeff Boiler, Jon Elvert, Bob Coiner, Kristin Gunson, Paul Weill, Ken Hadlock, Lynda Harris, Laura Krenk, and Lynn Lary. |
| 3. Recognition of
Staff and/or Public | 3 There was no staff or public recognition. |
| 4. Public Participation | 4 There was no public participation. |
| 5. Action Items | <p>5A The following items were included in the consent agenda approval:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.
(1) Approve Board minutes of April 25, 2000
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting April 25, 2000, as submitted.
(2) Approve Budget Committee minutes of May 2, 2000
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its budget committee meeting May 2, 2000, as submitted.
(3) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated May 15, 2000.</p> <p>DIRECTOR DUERST-HIGGINS 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 BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, AND SWANSON VOTING YES. (ESD Resolution # 99-037)</p> <p>5B Adopt 2000-01 Special Education Calendar
The calendar will be ready for adoption at the June Board meeting.</p> <p>5C Approve Cooperative Purchasing Bids
A tabulation of cooperative purchasing bids was presented. The process for developing these recommendations is the same as used in past years. Committees representing the participants who ultimately use these products have met and reviewed the bids and samples received. The recommended product and vendor is, in most cases, the lowest bid for an items that meets our specifications, taking into account item group bids or minimum dollar orders.</p> |

DIRECTOR BITTNER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves 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 Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, AND SWANSON VOTING YES. (ESD Resolution # 99-038)**

6. Discussion/ Reports

6A Lane Education Foundation/Planetarium Report

Planetarium Director Jon Elvert has been working on development of community and education partnerships to sustain planetarium operations. Jeff Boiler, a Lane Education Foundation Board Director and Jon Elvert presented their plan and process for seeking the financial support of Nike Corporation for operation of the Planetarium.

A May 22 meeting with Lane County fairgrounds director Mike Gleason and Eugene city manager Jim Johnson was held to discuss the possibility of moving the planetarium to a fairgrounds site. This move would give the planetarium needed visibility and develop a partnership with the fairgrounds. It is also an opportune time, since the fairgrounds are remodeling. An architect has visited the planetarium to review needs as they would relate to a site at the Lane County Fairgrounds. A meeting is also scheduled with Lane Community College to discuss the increase of the college's use and support of the planetarium.

The educational emphasis of the planetarium program would continue. The consensus of the Board of Directors was to support efforts seeking financial assistance for operation and capital improvements for the planetarium.

6B CAM Presentation

Curriculum/staff development specialists Bob Coiner and Kristen Gunson reviewed the Certificate of Advanced Mastery program. The School Reform Act, originally mandated by the 1991 Legislature included CIM (Certificate of Initial Mastery) and CAM. Development of the CAM has taken a "back seat" while efforts to meet the CIM timeline requirements were being met. Oregon Department of Education has recently altered CAM requirements so that CIM and CAM now run parallel tracks for students. School districts have until 2004-05 for full implementation of a CAM program.

Lane ESD will play a major role in assisting Lane County school districts in CAM development by offering workshops and assisting with district plans. Lane ESD School-to-Work grant funds will provide districts assistance by adding one CAM pathway program in each high school, pioneering a regional health services CAM pathway accessible to all, and offering substitute release time for in-building pathway expansion efforts.

7. Superintendent's Report

7A Financial Report

Fiscal services director Kent Stephens reviewed the April financial report. The trend of collecting revenues earlier in the fiscal year is continuing; however, over-collected taxes will need to be paid back to the state.

7B ESD Task Force

The Task Force met on May 22. Superintendent Mike Vermillion was unable to attend but reported on the meeting. The Task Force was originally charged to answer four questions.

1. What services are needed by school districts and the Oregon Department of Education that would be most cost effective when delivered regionally?
2. Who should provide regional services to those school districts and the ODE?
3. How should regional service providers be governed, organized and administered?
4. How should those regional services be funded?

Two of those questions have been answered:

Should regional services agencies exist? Yes

Who should provide regional services? The current system should remain to provide services.

The next Task Force meeting is scheduled for June 26 with the meeting focus to be how ESD's should be funded. Task Force final recommendations are expected by August or September.

7C Review 2000-01 Board Meeting Calendar Draft

The following dates are proposed for the regular Board meeting dates for the Lane ESD Board of Directors. Exceptions to the fourth Tuesday are: July 11 (early-month meeting for official designations and Board organization), August 29 (one week later to allow for employee vacation schedules, December 12 (combined November-December meeting), March 20 (the week prior to spring break). Superintendent Vermillion also requested to move the September meeting to September 19.

Proposed dates for 2000-01 meetings are:

- July 11, 2000
- August 29, 2000
- September 19, 2000
- October 24, 2000
- December 12, 2000
- January 23, 2001
- February 27, 2001
- March 20, 2001
- April 24, 2001
- May 22, 2001
- June 26, 2001

7D Employment Training Advisory Board Position

The current employment training advisory board member is Chuck Forster, Executive Director of Lane Workforce Partnership. His two-year term expires June 30, 2000.

Mr. Forster has agreed to serve as employment training advisor for another two-year term. Action on this appointment will occur at the June Board meeting.

7E Grants Received

A report on the latest information received regarding grants was reviewed. This being the "grant season", many large grants are currently being applied for by Lane ESD staff.

7F Budgetary Analysis of Proposed Initiative

Petitions are being circulated throughout the State to place an initiative on the November ballot that would allow full deduction of federal taxes in determining Oregon taxable income. Information from the Legislative Fiscal Office was shared to keep the Board abreast of issues that may impact future revenue streams and ESD programs.

8. Information from
Administrative Staff

- 8 Communications and marketing manager Carol Wiggins reported that the communications audit is continuing and appreciates Board participation. She also commented that through senate bill 622, Lane ESD will receive a fully interactive two-way video and audio distance learning system in August. The ESD plan for placing and using the system is under development.

Special education director Carol Knobbe distributed an update on special education activities and enrollment. The life skills enrollment subcommittee will soon have a recommendation on meeting increasing enrollment in the program.

Curriculum and staff development director Eileen Palmer distributed statistical information regarding the successful student achievement convention. Funds for the event were not budgeted for next year; therefore, donors will be considered to keep the well-attended student event operating.

9. Board Member
Presentations and
Comments

9A Committee and Liaison Reports:

LCOG—Director Miller reported he was elected chair of the budget committee at the last LCOG meeting.

OTIS Executive Board—Superintendent Vermillion reported that a variety of options are being explored to provide information services solutions for all 16 Lane County school districts.

Committee to Review Superintendent's Salary & Contract—Director Swanson reported the information is being collected to determine the 50th percentile of ESD superintendent salaries.

9B Advisory Board Member Reports:

Social services advisory Pat Rogers reported that Mayor Torrey has created an after-school activities task force on which Pat is a member. The task force will have a county-wide emphasis. The community safety net program

10. Announcement/
Correspondence

10A A letter from a teacher was included in the Board packet supporting the Planetarium.

11. Public
Participation

11 There was no public participation.

12. Adjournment

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

The next meeting of the Lane ESD Board of Directors will be on Tuesday, June 27, 2000, beginning at 7:00 p.m., at the ESD Center Building

Minutes approved:

6-27-00
(date) BJM *Don*

Attachments to official
minutes:

1. Coop Purchasing
Bid Summary


Don Kimball, Chairperson


Mike Vermillion, Superintendent-Clerk



Lane Education Service District

1200 Highway 99 North • PO Box 2680

Eugene OR 97402-0374

(541) 461-8200 • Fax (541) 461-8298

J. Michael Vermillion
Superintendent-Clerk

LANE ESD IS COMMITTED TO PROVIDING SCHOOL DISTRICTS WITH QUALITY, COST-EFFECTIVE SERVICES THAT CONTRIBUTE TO THE EDUCATION OF STUDENTS.

DATE: May 10, 2000
TO: KENT STEPHENS
FROM: Sandy Higinbotham
SUBJECT: COOPERATIVE PURCHASING BID AWARD RECAP

Attached is the tabulation of bids recommended to be awarded. The process for developing these recommendations is the same as used in the past. Committees representing the participants who ultimately use these products have met and reviewed the bids and samples received. The recommended product and vendor is, in most cases, the lowest bid for an item that meets our specifications, taking into account item group bids or minimum dollar orders.

The Board is requested to award Purchase Orders as indicated.

Board of Directors

Sherry Duerst-Higgins
Cottage Grove

Donovan Kimball
Springfield

Joe Berney
Eugene

Jerry Miller
Springfield

Vern Bittner
Eugene

James Swanson
Eugene

Michelle Holman
Deadwood

Chuck Forster, Advisor
Employment Training

Patricia Rogers, Advisor
Social Services

**COOPERATIVE PURCHASING BID AWARD RECAP
2000-2001**

<u>SECTION #10</u>	- AUDIO VISUAL SUPPLIES	\$ 9,023.35
<u>SECTION #20</u>	- LIBRARY SUPPLIES	3,696.41
<u>SECTION #25</u>	- DATA PROCESSING SUPPLIES	27,956.59
<u>SECTION #30</u>	- OFFICE/INSTRUCTIONAL SUPPLIES	83,363.74
<u>SECTION #35</u>	- FILING CABINETS/FURNITURE	7,688.29
<u>SECTION #40</u>	- CUT PAPER	81,282.88
<u>SECTION #50</u>	- ART SUPPLIES	56,376.91
<u>SECTION #60</u>	- CUSTODIAL SUPPLIES	58,768.59
<u>SECTION #70</u>	- FIRST AID SUPPLIES	9,165.93
<u>SECTION #78</u>	- AUDIO VISUAL EQUIPMENT	8,624.32
<u>SECTION #80</u>	- PLAYGROUND/ATHLETIC SUPPLIES	<u>9,248.30</u>
<u>TOTAL</u>		\$355,195.31

bidreltr

**COOPERATIVE PURCHASING BID AWARD SUMMARY
OF 2000-2001 SUPPLIES**

AUDIO VISUAL SUPPLIES #10:

Tersch Products	\$ 285.84
Rexel/Taylor Electric	2,403.58
Pyramid School Products	<u>6,333.93</u>

TOTAL \$ 9,023.35

LIBRARY SUPPLIES #20:

Brodart, Inc.	\$ 1,246.76
Demco, Inc.	329.83
Gaylord Bros.	52.39
Vernon Library Supplies	<u>2,067.43</u>

TOTAL \$ 3,696.41

DATA PROCESSING SUPPLIES AND FORMS #25:

Boise Cascade Office Products	\$ 825.37
American Eagle	1,507.04
Best Computer Supplies	268.03
Willamette Industries	5,918.85
Skyline Business Forms	1,527.36
Snyder-Crecelius	531.93
MCSI	16,051.04
Mail-Well Envelope	379.95
Standard Stationery	176.70
US Office Products	<u>770.32</u>

TOTAL \$ 27,956.59

INSTRUCTIONAL/OFFICE SUPPLIES #30:

Mail-Well Envelope	\$ 3,023.65
Snyder-Crecelius	18,906.66
Boise Cascade Office Products	6,258.67
Elan Publishing Company	572.82
Elgin School Supply	9,068.47
Hammond & Stephens	140.22
Myron Manufacturing Company	542.84
Standard Stationery Supply	17,997.60
Pyramid School Products	14,923.61
U.S. Office Products	1,920.00
School Specialty	5,900.86
MCSI	833.22
Unisource Worldwide	2,866.25
Walter E. Nelson Company	<u>408.87</u>

TOTAL \$ 83,363.74

FILING CABINETS/FURNITURE #35:

US Office Products	\$ 932.29
Virco Manufacturing	<u>6,756.00</u>

TOTAL \$ 7,688.29

CUT PAPER #40:

West Coast Paper Company	\$ 48,478.34
Spicers Paper	20,396.82
Unisource Worldwide	<u>12,407.72</u>

TOTAL \$ 81,282.88

ART SUPPLIES #50:

Snyder-Crecelius	\$ 29,790.29
Boise Cascade Office Products	104.32
Dick Blick Company	353.60
Elgin School Supply	3,668.87
Everett Pad & Paper	4,106.73
Georgies	2,367.37
Standard Stationery Supply	767.52
Pyramid School Products	12,629.24
Tersch Products	444.96
Unisource Worldwide	1,012.38
Jackson ESD	73.50
U. S. Office Products	<u>1,058.13</u>

TOTAL \$ 56,376.91

CUSTODIAL SUPPLIES #60:

Boise Cascade Office Products	\$ 32.98
Galifco Oregon	75.00
Joseph Gartland	795.00
McDonald Wholesale	4,683.15
MCK Tool	1,585.94
Moore Medical	53.62
Mt. Hood Chemical	541.50
Unisource Maintenance	9,765.66
Scott Custodial Supply	114.81
Rexel/Taylor Electric	674.19
Unisource Worldwide	33,286.07
American Linen	2,219.11
Pyramid School Products	24.36
Food Services of America	415.86
Global Health	2,372.69
Sysco Food Services	433.35
North Coast Electric	166.08
Walter E. Nelson Company	<u>1,529.22</u>

TOTAL **\$58,768.59**

FIRST AID SUPPLIES #70:

Athletic Supply	\$ 247.52
Micro Bio-Medics	3,552.43
Moore Medical	1,310.22
National Health	234.12
United Health	1,244.25
Summit Sports Medicine	1,074.60
Global Health	<u>1,502.79</u>

TOTAL **\$ 9,165.93**

AUDIO VISUAL EQUIPMENT #78:

Abolins	\$ 1,139.20
General Binding	2,900.52
Intellisys Group	1,773.64
Troxell Communications	136.13
Video Service of America	1,003.92
USI, Inc.	318.69
School Specialty	78.84
WJM Plastics	280.28
TCL Sales and Distributing	463.92
A&V Tape Handlers	<u>529.18</u>
TOTAL	\$ 8,624.32

PLAYGROUND/ATHLETIC SUPPLIES #80:

Athletic Supply	\$ 351.23
BSN Corporation	2,108.26
McKenzie Outfitters	881.29
Pyramid School Products	2,407.13
Pioneer Wiping Cloth	1,155.00
Baden Sports	<u>2,345.39</u>
TOTAL	\$ 9,248.30

GRAND TOTAL ALL SECTIONS**\$355,195.31**

bidrecap

May 10, 2000

COOP PURCHASING BID SELECTION EXPLANATION

The following is a list of items where low bid meeting our specifications and/or brand shown on the bid forms was not selected. In almost every case the reason is because of a manufacturer's minimum that must be met or because of all-or-none (unit) bids by vendors. In regard to the all-or-none bids, we have added up the low bid dollars for a group of like items and also the amount for the all-or-none bid and selected the lowest dollar amount for the group.

ITEM	LOW	SELECTED	REASON
Batteries	\$ 375.25	\$ 420.28	(2)
Transparency Film	1,528.65	1,548.51	(2)
Calendars	882.74	902.99	(7)
File Folders	265.65	270.23	(2)
Green-Tint Paper	735.28	798.20	(1)
Railroad Board	109.00	157.30	(1)
Butcher Paper	1,186.16	1,203.52	(1)
Darning Needles	11.90	35.00	(4)
Construction Paper	2,118.71	2,130.43	(2)
Napkins	<u>51.98</u>	<u>58.40</u>	(1)
TOTAL	\$ 7,265.32	\$ 7,524.86	

Reason Code:

- (1) Couldn't meet vendors \$\$ minimum
- (2) All-or-none bid on groups of items
- (3) Teachers, secretaries, custodians at the selection meeting wanted the style, brand that we sampled because of problems on brands purchased in the past.
- (4) Quality of products
- (5) Shipping problems with vendor
- (6) Not available any longer
- (7) Do not want full cartons as required

bidexp

LANE ESD BUDGET COMMITTEE MEETING
Tuesday – May 2, 2000

- | | |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Call to Order | <p>1A Chair pro-tem Jennifer Heiss called the Lane ESD Budget Committee meeting to order at 7:00 p.m. Tuesday, May 2, 2000. A public notice of this meeting was published in accordance with Oregon statute and the agenda for the meeting was published and distributed.</p> <p>Budget Committee members in attendance were: Virginia Thompson, Jennifer Heiss, Wayne Watkins, John Weddle, Fred McDaniel, Sherry Duerst-Higgins, Jim Swanson, Jerry Miller, Michelle Holman, and Vern Bittner.</p> <p>Others attending were: Superintendent Mike Vermillion, Budget Officer Kent Stephens, Barbara McBurnett, Eileen Palmer, Carol Knobbe, Carol Wiggins, Ken Hadlock, Linda Schoenfeld, and Laura Krenk.</p> |
| Welcome | <p>1B Lane ESD Vice Chairperson Jim Swanson welcomed those attending and thanked local district committee members for their willingness to assist Lane ESD in the budget process.</p> |
| 2. Statements | <p>2 No statements were presented.</p> |
| 3. Election of Presiding Officer | <p>3 Chair pro-tem Jennifer Heiss opened the floor to nominations for budget committee presiding officer.</p> <p>3A Wayne Watkins nominated John Weddle. Vern Bittner seconded the nomination.</p> <p>Fred McDaniel moved the nominations cease and a unanimous ballot be for John Weddle. Vern Bittner seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.</p> <p>John Weddle was declared elected as Lane ESD Budget Committee presiding officer.</p> <p>Presiding officer Weddle turned the meeting over to Superintendent Vermillion.</p> |
| 4. Budget Message | <p>4 Superintendent Mike Vermillion presented the 2000-01 budget message and plan for providing regional services.</p> <p>Resolution services provided by Lane ESD are funded through the general fund. Approximately 84% of general fund expenditures are budgeted to provide these resolution services. A growing proportion of ESD programs and services are from grants and contracts and are budgeted outside of the general fund.</p> <p>To provide a stronger cash carryover, ESD staff identified cutbacks which could be implemented during the 1999-2000 year. The proposed 2000-01 budget reflects approximately 10% in reductions which were achieved first through staff-identified cutbacks, and subsequently, ESD staff and district superintendents worked together to identify reductions.</p> <p>2000-01 will be the second year of flat funding for Lane ESD. Lane ESD is below the state average ESD funding receiving approximately \$175 per ADMw for the county. The state average for all ESD's is \$245 per ADMw. It is not known if the next legislative session will produce equalization dollars for Lane ESD.</p> |

A task force was created in the last Legislative session charged with examining the need for education service agencies. The task force will produce a study that will be completed in the fall and submitted to the 2001 Legislature. The focus of the study will be that if regional agencies were to continue to exist, what core services or programs would best be delivered regionally and how should they be funded. Meanwhile, Lane ESD is in a "holding pattern" with a responsibility to provide services as currently identified, yet with considerable uncertainty about the future; however, the ESD continues to move forward to improve programs and achieve fiscal stability. The ESD is also in a process of service review and full fiscal disclosure with the component district superintendents.

5. Review of
Budget Document

- 5 Budget officer Kent Stephens reviewed budget document format changes. By reordering and streamlining the information, a much clearer understanding of how resources are used within functional areas is achieved. Budget detail is provided in five major sections: General Fund, Special Revenue Fund (grants and contracts), Enterprise Fund, Internal Service Fund, and Fund Transfers. Significant changes effecting the general fund budget include:

Revenue

- Special education rate increase for Life Skills and Lane School programs to \$17.50 per day. (Lane ESD still pays for 85% of program costs.)
- An increase in fees to districts for telecommunication charges (approximately \$6,000 to \$7,000 per district.)

Expenses

- The education program and the juvenile detention facility has been removed from the general fund as a resolution to a self-supporting service in the Internal Service Fund.
- Special Education Direction has a new function code and is no longer mingled with curriculum department.
- Production services has been removed from the general fund to an internal service fund.
- Technology services includes funding for a network engineer position.
- Transfers for equipment replacement, building maintenance and electronic maintenance have been reduced.

Lane ESD has historically had an ending fund balance over 20%. At the end of 1999-2000, the ending funding balance will be 13%-14%. Due to year-round operation, ESD's have different cash flow needs than K-12 districts; and therefore, need a larger ending fund balance to begin new year operation as well as contingencies.

6. Action on
Proposed Budget

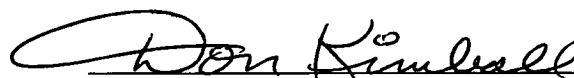
- 6 Committee member Jennifer Heiss moved that the 2000-2001 Lane ESD budget be approved, with \$12,514,212 in the General Fund, \$15,639,877 in the Special Revenue Fund, \$3,721,804 in the Enterprise Fund, and \$448,957 in the Internal Service Fund, for an aggregate amount of \$32,324,850 as presented. Heiss continued, I further move that the permanent tax rate of \$.2232 per \$1,000 of assessed value be assessed in support of the General Fund. Committee member Wayne Watkins seconded and the **MOTION CARRIED WITH ALL THOSE PRESENT VOTING YES.**

7. Adjourn

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


Minutes approved:

5-23-00 *bjm*
(date) BJM


Don Kimball, Chair

Attachments to official minutes:

1. General Fund Significant Changes
2. Budget Summary
3. Estimated Resources and Requirements


Mike Vermillion, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – April 25, 2000

- | | |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1. Vice Chairperson Jim Swanson called the regular board meeting to order at 7:00 p.m. Tuesday, April 25, 2000, in accordance with the agenda and public notice of the meeting.

Board Members present were: Vern Bittner, Sherry Duerst-Higgins, Michelle Holman, Jerry Miller and Jim Swanson; advisory Board member Chuck Forster. Administrative staff members present were Superintendent Mike Vermillion, Kent Stephens, Carol Knobbe, Eileen Palmer, Alan Livingston, Carol Wiggins, and Barbara McBurnett, recording secretary.

Others attending were: Frank Landrum, Harold Turnquist, Lynda Harris, Laura Krenk, and Lynn Lary. |
| 3. Recognition of
Staff and/or Public | 3 There was no staff or public recognition. |
| 4. Public Participation | 4 There was no public participation. |
| 5. Action Items | 5A The following action items were included in the Consent Agenda approval:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.

(1) Approve Board minutes of March 28, 2000
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting March 28, 2000, as submitted.
(2) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated April 19, 2000.
(3) Authorize Application for Consolidated Subgrant
BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to file the 2000-01 IASA Consolidated Subgrant Application for: Title IC – Migrant Education, Title IIB – Eisenhower Professional Development, and Title IV – Safe and Drug Free Schools and Communities.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Holman seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-034)

5B Approve Board Member Attendance at OAESD Annual Conference
Conference flyers for the Oregon Association of Education Service Districts were sent to Board members earlier in the month. This year's conference is titled "ESD's in 2010—Planning the Future", and will be June 2, 3, and 4 at Eagle Crest in Redmond, Oregon. Registration for the conference needs to be completed in early May; therefore, approval for Board members to attend needs to occur at the April meeting. |

DIRECTOR HOLMAN MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Board members Berney, Bittner, Duerst-Higgins, Kimball, Miller and Swanson at the Oregon Association of Education Service Districts Annual Conference on June 2, 3, and 4 in Redmond. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-035)**

- 5C Property Tax Exemption for Long-Term Care Facilities
House Bill 2079, passed in the last Legislative Session, provides a property tax exemption for long-term care facilities, provided the facilities are certified as "essential provider long-term care facilities." The certifying agency is the Senior and Disabled Services Division (SDSD) of the Oregon Department of Human Resources.

An "essential community provider long-term care facility" is:

- A nursing facility, assisted living facility, or residential care facility that has an average residency rate of 70% or more residents eligible for Medicaid during the calendar year preceding the tax year for which the exemption will be granted, or
- An adult foster home with an average residency rate of 60% or more residents eligible for Medicaid during the calendar year preceding the tax year for which the exemption will be granted.

A care facility certified by SDSD must request an exemption from each taxing district in which it operates. The taxing district has three options it can exercise. The options are: (1) adopt the request for exemption, (2) deny the request for exemption, or (3) do nothing.

Lane ESD has received two requests for exemption from SDSD-certified long-term care facilities. The requests are enclosed for your review and comment. The administration recommends that the Lane ESD Board of Directors deny any property tax exemptions under provisions of HB 2079. There is no guarantee from the State that a loss of property tax resulting from the approval of these applications would be "back-filled" from the State School Support Fund. In fact, recent correspondence from the Oregon Department of Education (ODE) indicates there has been a decline in property tax collections statewide; consequently, State School Support Fund estimates have been reduced by approximately \$30 per ADMw for school districts. This is a clear indication that State resources are not sufficient to mitigate loss of any property tax revenue.

Director Berney requested information regarding Lane County properties that do not pay property taxes.

DIRECTOR BITTNER MOVED: BE IT RESOLVED, that the Lane Education Service District Board of Directors denies the requests submitted under provision of HB 2079; and

BE IT FURTHER RESOLVED, that the Lane Education Service District Board of Directors authorizes the superintendent to deny subsequent requests for property tax exemption under provisions of HB 2079. Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-036)**

6. Discussion/ Reports

- 6A Carol Knobbe, special education director, reviewed special education program issues. At the April 20 Lane County superintendents' meeting, the superintendents' consensus was that the original charge of the special education advisory committee was to redesign Resolution 8 (1998-99 SED) and review placement possibilities for behavior disordered students. The on-going function is service coordination for the SED program.

The committee was not designed to have responsibility for other areas of special education. Superintendents agreed that the special education directors group serves the advisory function for making recommendations around resolution services. Carol also reviewed information on the various ESD special education programs and enrollment. An increased enrollment in the Life Skills Program for 2000-01 is anticipated. Each new classroom costs \$180,000 to \$200,000 per year. The increased 2000-01 life skills tuition of \$17.50 per day does not include dollars for additional classroom(s). Superintendents' have charged special education directors to address the issue of increasing enrollment and try to accommodate students with resources available.

7. Superintendent's Report

7A Financial Report

Fiscal services director Kent Stephens reviewed the March financial report. The trend of collecting revenues earlier in the fiscal year is continuing. ESD efforts to curtail spending should result in approximately two million dollars in reserve at the end of the year. Also, preliminary estimates received from Oregon Department of Education indicate a reduction of approximately \$30 per student.

7B ESD Task Force

The Task Force is scheduled to meet on Friday, April 28 in Salem. Featured will be Dr. Bob Stephens reporting on his research about regional educational services from a national perspective. The Finance Sub-committee met on Wednesday, April 5. Recommendations from the finance sub-committee should be available by sometime in May. Further information will be shared with the Board as it becomes available.

7C OTIS Update

OTIS staff who received reduction-in-force notices effective May 12, 2000, are being allowed to leave prior to that date as their work is completed. Transition discussions have been occurring between exiting field service staff and programmers, and have gone well.

Future planning—A selected group of superintendents have met regarding future commitments/needs and finding a information technology solution. A summary of that meeting was distributed (official attachment). All districts indicated a need for some kind of partnership. Information technology shops are too costly for districts to run independently. Options included running the Lane ESD/OTIS to extend services beyond June 30, 2002, for some districts; looking to other ESD's and other districts who have RFP's that are compatible.

7D 2000-01 Budget Document

The 2000-2001 Proposed Budget Document and accompanying materials for the May 2nd budget committee meeting were distributed. Other budget committee members will receive their packets in the mail on April 25th. There have been some format changes which organize the four major funds (General, Special Revenue, Enterprise, and Internal Services) into functional categories (Lane School, Human Resources, Technology, etc.).

7E Planetarium Update

Curriculum/staff development director Eileen Palmer provided a report on Planetarium activities.

Fund drive, contributions and grants:

Bruce Shaw of Shaw and Snow and Jon Elvert, Planetarium Director, have completed a packet which includes the Planetarium's business plan (copy enclosed). This packet will be presented to donors when asking for operating fund and equipment upgrade contributions. Jeff Boiler, Lane Education Foundation board member, contacted a potential contributor who will also open the door for Jon and Jeff to meet key people at the Nike Corporation. Jon and Jeff are putting together their presentation for Nike.

A \$12,000 grant application has been submitted to the Meyer Foundation, and we are waiting news on the grant award.

Planetarium/WISTEC Building:

The National Track and Field Hall of Fame is looking for a city to house a museum. Eugene, because of its track reputation and home to several track celebrities, is a possible site. The City of Eugene has applied for the RFP and are looking at buildings to house the museum. The Planetarium/Wistec building would be a likely location. Several meetings have taken place with discussions as to where the Planetarium Wistec could move. No decisions have been made to date.

7F Communications Audit

Communications and marketing manager Carol Wiggins reported that the audit will identify how the current communications efforts are working, the barriers that get in the way of success, and the opportunities to improve communications. A written report on the findings will form the foundation for an ESD communications plan and the development of appropriate policies and procedures.

The process will engage selected members of the ESD Board, the superintendent, communications manager, staff groups, and district participants. The audit will be conducted by A-Plus Communications and is scheduled for Wednesday, May 24th and 31st. Available Board members will be asked to participate on the 31st. The audit will result in recommendations to Lane ESD which will be brought to the Board. The Board will be involved in drafting a communications plan.

8. Information from Administrative Staff

8 None at this meeting.

9. Board Member Presentations and Comments

9A Committee and Liaison Reports:

LCOG—Director Miller reported that LCOG will meet Thursday, April 27. The agenda includes a state geologists report on earthquake hazards in Western Oregon. He also reported that McKenzie School District has applied to LCOG for full membership representing McKenzie School District as well the McKenzie area communities.

Lane Education Foundation—ESD Board member Verne Bittner will serve as the Lane ESD Board liaison to the Foundation Board. Joe Berney is no longer available for the meetings.

OTIS Executive Board—Director Swanson reported that the Executive Board met on Monday, April 3, 2000. He asked Superintendent Vermillion to report. The Lane ESD Board action to cease OTIS operation was discussed. Rates will not be raised for the year 2000-01. Operation will continue at least through 2001-02 and rates for that year will be established as early as possible so districts have an opportunity to decide to stay with Lane ESD/OTIS information services. Revenues are currently being projected on possible district customers. Another meeting of the OTIS Executive Board will occur in late September or early October.

Committee to Review Superintendent's Salary & Contract—Director Swanson reported the he and Don Kimball may have information to share at the next Board meeting.

OSBA Board—Director Duerst-Higgins reported that she attended the NSBA Conference representing Oregon School Boards Association. There were approximately 8,500 participants, and a large variety of speakers, exhibits, and classes.

10. Announcement/
Correspondence

9B Advisory Board Member Reports:

Chuck Forster, employment training advisor, reported that the Unified Plan the City of Eugene has some funds to spend for youth employment and will be working with Lane Workforce Partnership to create an employment program for about 50 youths. A steering committee has been formed to consider ways to coordinate services to children and families in Lane County in a more effective and efficient manner; this will be a two to three year process. In addition to many community members, Superintendent Vermillion and Chuck Forster are on the committee.

10A The OSBA Spring Regional Meeting, titled ***Issues and Actions in Raising Student Achievement***, will be at Lane ESD on Thursday, May 4.

Director Swanson presented information to the Board from Jennifer Heiss for Lane County School Boards Association regarding developing a strategy for accountability among legislators for education funding.

11. Public
Participation


11 There was no public participation.

12. Adjournment

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

The next meeting of the Lane ESD Board of Directors will be on Tuesday, May 23, 2000, beginning at 7:00 p.m., at the ESD Center Building


Minutes approved:

5-23-00
(date) BJM 

Attachments to official
minutes:

1. OTIS Planning
Meeting information
2. LCSBA Coalition
information


Don Kimball, Chairperson


Mike Vermillion, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – March 28, 2000

- | | | |
|---------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Call to Order | 1 | <p>Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, March 28, 2000, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Vern Bittner, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson; advisory Board member Chuck Forster. Administrative staff members present were Superintendent Mike Vermillion, Kent Stephens, Carol Knobbe, Eileen Palmer, Alan Livingston, Carol Wiggins, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Tom Ridgway, Frank Landrum, Ken Hadlock, Lois Beard, Linda Gil, Sandi Marsters, Charlotte Apparcel, Laura Krenk, Lynda Harris, and Patrick Mahoney.</p> |
| 2. Recognition of Staff and/or Public | 2 | <p>Superintendent Vermillion cited a letter from Whittier Wood Products commending Bob Coiner and Pam Pomerleau for their valuable work on the Lane Job/Career Fair.</p> |
| 3. Introduction of Guests | 3. | <p>No Board guests were in attendance.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.</p> <p>(1) Approve Board minutes of February 22, 2000.
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting February 22, 2000, as submitted.</p> <p>(2) Approve Board minutes of March 9, 2000.
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting March 9, 2000, as submitted.</p> <p>(3) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated March 17, 2000, and approves the following personnel actions as recommended:</p> <p>Leaves of Absence:</p> <ul style="list-style-type: none">• Alan Pierce, Teacher, 3/6/00;• Stephanie Smith, School Psychologist, 3/9/00 <p>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 BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-033)</p> |

6. Discussion/
Reports

- 6A Frank Landrum, manager of media services, presented information on the Lane ESD media services program. Lane ESD has recently subscribed to PBS Video Database for Lane County schools. For an approximate cost of \$2,100, all Lane County teachers have access via the Internet to PBS American history and culture resources and includes lesson plans,

7. Superintendent's
Report

- 7A Kent Stephens, director of fiscal services, reviewed the February financial report. He also reported that revenues have been collected earlier in the fiscal year due to excess local property taxes; although, the ESD cannot receive more dollars in total than the school funding formula dictates. If more property taxes are collected, the state will send less money. However, early receipt of funds allows higher interest earnings.

- 7B Resolution Status
All component district boards have acted on the 2000-01 Resolutions. The only "no" vote was for Resolution 1 by Mapleton School District. Superintendent Vermillion has asked the Mapleton superintendent Duane Wright to submit a written explanation for the "no" vote, and it has not yet been received. Although superintendents have been involved in developing budget and resolutions, they have expressed concerns regarding increased costs to districts

- 7C ESD Task Force Report
The task force, established by the legislature to study ESD's, has been meeting since last fall. Carol Wiggins and Kent Stephens attended the most recent meeting on March 23. The committee considered the fundamental beliefs about regional education agencies, societal changes impacting education, heard a report from the funding subcommittee, reviewed summaries from four surveys about regional services (ESD, ODE, LEA, and composite annual report), had a presentation about OAESD and the zone structure of ESDs, and worked to define criteria for identifying regional services.

At the next meeting in April, the task force will work with Dr. Bob Stephens who has studied regional service delivery models throughout the US.

- 7D OTIS Update
At the March 9 Board meeting, the Board of Directors acted on the modified OTIS Executive Board recommendations and a reduction-in-force implementation was authorized. Superintendent Vermillion reviewed issues surrounding OTIS operations. The OTIS staffing plan distributed at the March 9 meeting called for significant downsizing of the OTIS operation—from 34 FTE to 13 FTE next year and then 11 in the subsequent year. Current student and business systems will be maintained through June 30, 2001, and will be extended if customers need transition time. The applications will have enhancements to be more user-friendly thus eliminating some customer service calls. A long-term Lane County solution, which could include partners outside Lane County, is being considered by a task force. Superintendent Vermillion will assume leadership of OTIS.

The staffing plan calls for enhanced skill requirements which are essential qualifications for remaining staff in order to serve complex customer needs. The three current OTIS managers are critical to operations, especially in the absence of an OTIS director. Randy Trummer provides networking expertise; Tom Ridgway and Michelle Mantel provide expertise in the business and student areas and will provide input for future direction.

Networking will be separated from OTIS in 2001-02. The fee schedule will be restructured at that time in order to accommodate and generate revenue necessary to support the networking function. The networking function is essential whether OTIS exists as an entity or not.

ESD legal council and LCEA representatives have been consulted throughout this process.

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|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>7E Grants Received
Notification of Grants received include school-to work, \$50,000, beginning January 1, 2000, and ending August 31, 2000; alternate assessment regional representative travel, \$1,813, beginning January 1, 2000, and ending June 30, 2000; and alternate assessment field test, \$5,800, beginning January 1, 2000, and ending June 30, 2000.</p> <p>7F Review and Revise ESD Policies
The Lane ESD administrative cabinet has begun a process to review and revise Lane ESD policies and administrative rules. Oregon School Boards Association has completed an audit of the policy manual, which addressed statutory language and ORS references. These recommendations will be incorporated into the revisions. Some policies may require only minor revisions while others may need attention to process and content. Edited policies will be brought to the Board for a first reading, and then a second reading for Board approval.</p> |
| <p>8. Information from Administrative Staff</p> | <p>8 Special education director Carol Knobbe reviewed special education issues:</p> <ul style="list-style-type: none"> • Skipworth teachers will be required to have special education credentials by September 2002, since approximately 60% of Skipworth students are eligible for special education services. • Special education enrollment is expected to increase next year creating possible need for an additional elementary classroom. • The Lane School advisory committee will have a facilitated meeting to review the group's function possibly moving away from programmatic decisions. <p>Curriculum/staff development director Eileen Palmer reported that the major focus of the Lane Education Foundation is generating funds for Planetarium operation. A foundation board member is approaching potential donors along with planetarium director Jon Elvert, who is creating a presentation. The fundraising company of Shaw and Snow is creating a business plan to be used in approaching donors, which will give a brief history, financial outline, and immediate and long-range plans for the planetarium. Possible partnerships with local agencies are also being considered.</p> |
| <p>9. Board Member Presentations and Comments</p> | <p>9A Committee and Liaison Reports:</p> <p>OTIS Executive Board—Director Swanson report that the OTIS Executive Board will meet on Monday, April 3, 2000.</p> <p>OSBA—Director Duerst-Higgins reported that she will be attending the NSBA Conference in April representing OSBA.</p> <p>9B Advisory Board Member Reports:
Chuck Forster, employment training advisor, distributed information regarding the five-year local unified workforce development plan. The unified plan is a collaborative effort by workforce development organizations utilizing shared resources and a coordinated response to better meet the varied needs of job seekers and employers. The plan for Lane County was developed in cooperation with Lane Workforce Partnership, Oregon Employment Department, Lane Community College, Vocational Rehabilitation Division, Adult and Family Services, and Lane ESD.</p> |
| <p>10. Announcement/Correspondence</p> | <p>10A The Oregon School Boards Association Spring Regional Meeting will be at Lane ESD on Thursday, May 4, 2000, at 6:00 p.m.</p> |

11. Public
Participation

11 There was no public participation.

12. Adjournment

The regular Board meeting was adjourned at 8:25 p.m.


The next meeting of the Lane ESD Board of Directors will be on Tuesday,
April 25, 2000, beginning at 7:00 p.m., at the ESD Center Building

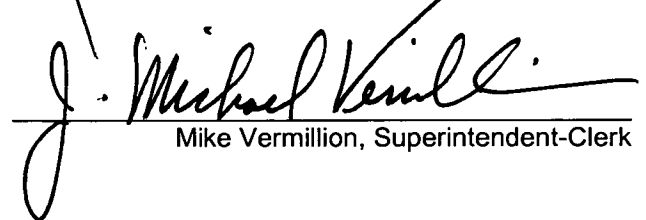
Minutes approved:

4-25-00 BJM
(date) BJM

Attachments to official
minutes:

- 1, Letter of commendation
from Whittier Wood Products
2. Unified Workforce
Document


Jim Swanson, Vice-Chairperson


Mike Vermillion, Superintendent-Clerk

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

Office of the Superintendent
Thursday • February 3, 2000
Minutes

**LANE ESD BOARD OF DIRECTORS'
SPECIAL MEETING
Thursday – February 3, 2000**

Chairperson Don Kimball called the special board meeting to order at 5:30 p.m. Thursday, February 3, 2000, in accordance with the agenda and public notice of the meeting.

Board Members present: Vern Bittner, Joe Berney, Sherry Duerst-Higgins, Don Kimball, and Jerry Miller. Administrative staff members present were Superintendent Mike Vermillion, Kent Stephens, Bill Maier, Carol Wiggins and Barbara McBurnett, recording secretary.

As established at our Board meeting of January 18, 2000, this special Board meeting is to authorize submission of the 2000-2001 resolutions to Lane County school districts for their approval. Superintendent Vermillion stated that the resolution package has been reviewed with Lane County superintendents as well as the underlying agreements which include tuition increases for special education programs. Resolution 1, Section D, 2, increases the in lieu of services payment to Eugene School district from 30% to 50% as per letter of agreement by the former ESD superintendent.

Director Miller requested that language he had submitted (attached) regarding Resolution 1, Section D, 2, be considered for an amendment to that portion of Resolution 1. The amended language would require Lane County school districts approve "in lieu of services" dollars. Other Board members expressed concern that this would remove the resolution authorization process from the ESD Board.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the language amendment to Resolution 1, Section D, 2, as submitted by Director Miller. Director Berney seconded and **the MOTION FAILED WITH DIRECTOR MILLER VOTING YES AND DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, KIMBALL VOTING NO. (ESD Resolution # 99-024)**

Director Miller requested that the four resolutions be voted on individually. Board members agreed to proceed and vote on resolutions on an individual basis.

DIRECTOR BITTNER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves Resolution 1 of the 2000-01 Resolutions as presented and authorizes the resolution to be submitted to local Lane County school boards for review and action. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, AND KIMBALL VOTING YES AND DIRECTOR MILLER VOTING NO. (ESD Resolution # 99-025)**

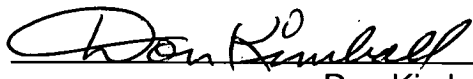
DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves Resolution 2 of the 2000-01 Resolutions as presented and authorizes the resolution to be submitted to local Lane County school boards for review and action. Director Bittner seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, KIMBALL AND MILLER VOTING YES. (ESD Resolution # 99-026)**

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves Resolution 3 of the 2000-01 Resolutions as presented and authorizes the resolution to be submitted to local Lane County school boards for review and action. Director Berney seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, KIMBALL AND MILLER VOTING YES. (ESD Resolution # 99-027)**

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves Resolution 4 of the 2000-01 Resolutions as presented and authorizes the resolution to be submitted to local Lane County school boards for review and action. Director Bittner seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, KIMBALL AND MILLER VOTING YES. (ESD Resolution # 99-028)**


There was additional discussion regarding Resolution 1, Section D, Data Processing, and the future of OTIS services as they currently exist. Board members agreed that their first priority is to provide services for Lane County School Districts.

The meeting was adjourned at 6:45 p.m.


Don Kimball, Chairperson


Mike Vermillion, Superintendent

Minutes Approved:

2-22-00
(date) BJM 

LANE ESD BOARD OF DIRECTORS' WORK SESSION
Thursday – March 9, 2000

Call to Order

Chairperson Don Kimball called the board meeting to order at 5:30 p.m. Thursday, March 9, 2000, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Vern Bittner, Don Kimball, Jerry Miller, and Jim Swanson. Administrative staff members attending were Superintendent Mike Vermillion, Kent Stephens, Alan Livingston, Carol Knobbe, Eileen Palmer, Carol Wiggins, and Barbara McBurnett, recording secretary. Others attending were Jeff Foreman, Tom Ridgway, Harold Turnquist, Ken Hadlock, Gayle Starnes, Sandi Marsters, Mary Radmore, Rich Empens, Charlotte Apparcel, Peter Harlan, Frank Landrum, Paul Sass, Joel Robe, Todd Tryk, Bob Saxton, Lois Beard, Linda Gil, Bill Tracy, Patrick Mahoney, John Hubbard, Doug Madsen (Klamath Falls School District), Judy Land (Springfield School District), Judy Hillman (Crow School District), and Al Shannon (OSBA).

Discussion

1. OTIS Executive Board Recommendation

Superintendent Vermillion reviewed the modified OTIS Executive Board recommendations. These recommendations were modified due to the expressed need for school districts to stage migration to two new systems over a longer period of time which also warranted another review of the financial projections by the ESD administration.

The financial projection shows the result of operating both financial and student systems through June 30, 2002, would drive the ending balance down to approximately \$100,000, or 6% of total expenditures. This is probably a worse case scenario. Note that the only revenue projected for 2001-02, comes from ESD resolution dollars. However, it is expected that additional revenue would be generated from school district participation outside of Lane County. A sampling of our larger customers reveals that districts are favorably disposed to the extension of full services through June 30, 2002. In addition, larger school districts outside of Lane County may be interested in considering further participation with Lane County school districts in seeking alternatives to OTIS services beyond June 30, 2002.

It should also be noted that staffing declines from 13 FTE in 2000-01, to 11 FTE in 2001-02. Historically, networking services have been provided by OTIS staff -- mainly network and operations manager and the wide-area-network administrator. Networking services provides the maintenance and support of the delivery system that facilitates internet access, delivery of e-mail and delivery of applications. Examples of applications that run on the network are Meeting Maker, school-to-work server, media booking, and OTIS business and student systems. Whether business and student applications exist or not, there is a continuing need to maintain these networking services. Therefore, the 2 FTE associated with the networking services have been separated from the 11 FTE needed to support student and business applications. In 2001-02, and beyond, networking services will be supported by the General Fund. Other ESDs recover the costs of such services through user fees. Lane ESD will consider this method of cost recovery also.

There is a high probability that the Legislature will at least begin the process of equalizing, or leveling out the revenue streams, supporting ESDs during the next biennium. Currently, Lane ESD is approximately \$70 per ADMw below the State average. Potentially, this is another source of revenue that could support the extension of student and business applications through June 30, 2002.

Therefore, it is recommended by the Lane ESD administration that the OTIS Executive Board recommendation be modified to read:

RECOMMENDATION #1: It is the recommendation of the OTIS Executive Board that OTIS, as an entity of the Lane ESD, cease to exist and stop providing both business and student services software applications, effective June 30, 2001. It is also recommended that further development of the new student services application cease immediately.

RECOMMENDATION #2: ~~It is the recommendation of the OTIS Executive Board that Lane ESD continue providing the business services software application from July 1, 2001 through January 31, 2002, under conditions and rates approved by the ESD Board.~~ **It is recommended that Lane ESD continue providing both business and student software applications from July 1, 2001 at least through June 30, 2002.**

RECOMMENDATION #3: It is the recommendation of the OTIS Executive Board that current clients be allowed to discontinue services from OTIS at two points in time during the 2000-2001 fiscal year, September 30, 2000 and January 31, 2001. To discontinue service on September 30, notice must be received prior to April 1, 2000. To discontinue service on January 31, 2001, notice must be received prior to August 1, 2000. OTIS will reserve the right to refuse services after the termination date given by a district in the event that the district changes its mind.

It is also recommended that the Board direct the administration to do the following:

Recommendation #4. It is recommended that the Lane ESD allow customers outside of Lane County that meet minimum qualifications or standards to purchase student and/or business application services after June 30, 2001.

Recommendation #5. It is recommended that the Lane ESD continue to work on and define a long-term Lane County solution to information needs that may include clients outside of Lane County beyond June 30, 2002.

2. OTIS Staffing

Superintendent Vermillion, the human resources manager, and OTIS management staff reviewed the OTIS staffing plan. Due to significantly decreased revenues, the plan proposes reducing staff while maintaining services. Remaining staff would need a broad set of skills in order to provide to continued application support, and programming, and customer services. The staffing plan includes: business applications manager (1), student applications manager (1), administrative assistant (1), programmer/analysts (5), maintenance and support specialist (1), AS400 system administrator (1), data processor (1), network/operations manager (1), and WAN administrator (1), for a total of 13 employees.

Doug Madsen, business manager at Klamath Falls School District, addressed the Board regarding his belief in the importance of OTIS customer service staff. Mr. Madsen commented that his district would be willing to pay additional dollars to maintain the level of customer support need by district staff.

The Board asked Superintendent Vermillion to review the issue of customer service for OTIS and possible options that may be available.

3. Lane ESD Budget Revisions 2000-01

The budget revisions for 2000-01 was shared with the Board at the January Board meeting. Budget development is proceeding with incorporation of the proposed additions, reductions and cost recovery elements identified in the document. Some reductions include reductions of staff in addition to those at OTIS.

Action

- **Approve Recommendations Regarding OTIS Services**

DIRECTOR SWANSON MOVED: BE IT RESOLVED, that OTIS, as a division of Lane Education Service District, shall cease to exist and shall cease providing both business and student services software applications, effective June 30, 2001.

BE IT FURTHER RESOLVED, that Lane Education Service District provide both business and student software applications July 1, 2001 at least until June 30, 2002, and possibly beyond that date.

BE IT FURTHER RESOLVED, that OTIS shall scale back support services in excess of those required by the specific service agreements with the various client districts.

BE IT FURTHER RESOLVED, that Lane Education Service District seek to modify current contracts with client districts to allow them to discontinue services from OTIS at either of two points in time during the 2000-01 fiscal year: September 30, 2000 or January 31, 2001. To discontinue service on September 30, notice must be received prior to April 14, 2000. To discontinue service on January 31, 2001, notice must be received prior to August 1, 2000.

BE IT FURTHER RESOLVED, that for any client district that gives notice of intention to terminate services, such notice shall become irrevocable following 90 days of the mailing of such notice.

BE IT FURTHER RESOLVED, that the project to develop new student services software application shall immediately cease.

BE IT FURTHER RESOLVED, that Lane Education Service District allow customers outside Lane County that meet minimum qualifications or standards to purchase student and/or business application services after June 30, 2001.

BE IT FURTHER RESOLVED, that Lane Education Service District continue to work on and define a long-term Lane County solution to information needs that may include district clients outside of Lane County beyond June 30, 2002.


Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BITTNER, DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-031)**

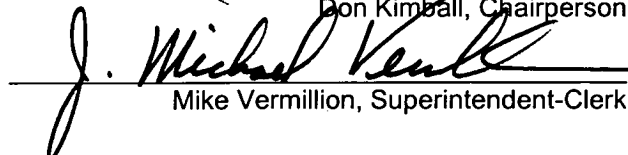
- **Authorize Implementation of Reduction-In-Force Policy**

DIRECTOR BITTNER MOVED: BE IT RESOLVED, that the Lane Education Service District Board of Directors finds a compelling need to enact a reduction in work force and authorizes the administration to implement provisions of Board Policy GCPA/GDPA - REDUCTION IN FORCE (RIF). Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BITTNER, DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-032)**

Meeting Adjourned

The meeting was adjourned at 6:50 p.m.


Don Kimball, Chairperson


Mike Vermillion, Superintendent-Clerk

Minutes approved:

3-28-00
bjm

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – February 22, 2000

- | | | |
|------------------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Executive Session | 1 | Chairperson Don Kimball called the meeting to order in Executive Session at 6:00 p.m., under provisions of ORS 192.660(l) personnel. Board members attending were: Joe Berney, Vern Bittner, Sherry Duerst-Higgins, Don Kimball, Jerry Miller and Jim Swanson. Others attending were Superintendent Mike Vermillion, Alan Livingston and Barbara McBurnett, recording secretary. The executive session was adjourned at 6:50 p.m. |
| 2. Regular Meeting
Call to Order | 2 | <p>Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, February 22, 2000, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Vern Bittner, Sherry Duerst-Higgins, Don Kimball, Jerry Miller and Jim Swanson; advisory Board member Pat Rogers. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Eileen Palmer, Bill Maier, Alan Livingston, Carol Wiggins and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Frank Landrum, Jeff Foreman, Tom Ridgway, Michelle Mantel, Randy Trummer, Charlotte Apparcel, Paul Sass, Sandi Marsters, Patrick Mahoney, Linda Gil, Gayle Starnes, Lynn Larry, Lynda Harris, Laura Krenk, Lois Beard, Bob Saxton, Bill Land, Al Shannon, Tom Lindly, and Dave Johnson.</p> |
| 3. Recognition of
Staff and/or Public | 3 | There was no staff or public recognition. |
| 4. Public Participation | 4 | There was public participation under agenda item 6B, OTIS Discussion. |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.</p> <p>(1) Approve Board minutes of January 18, 2000</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting January 18, 2000, as submitted.</p> <p>(2) Approve Board minutes of February 3, 2000</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting February 3, 2000, as submitted.</p> <p>(3) Accept monthly Human Resources Report and approve personnel recommendations</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated February 16, 2000.</p> <p>(4) Authorize Contracts for Licensed, Non-Administrative Staff for 2000-01</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD authorizes extending contracts of licensed, non-administrative staff for the 2000-01 year.</p> <p>(5) Authorize Contracts for Licensed, Administrative Staff for 2000-01</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD authorizes extending contracts of licensed, administrative staff for the 2000-01 year.</p> <p>(6) Authorize Renewal of Probationary Licensed Staff for 2000-01</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the notification to all affected employees of their change of status. For those employees who are renewed, the effective date will be the first working day of the 2000-01 school year.</p> |

6. Discussion/
Reports

DIRECTOR DUERST-HIGGINS 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 BITTNER, DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-029)**

- 5B Set Special Board Meeting Date—This item was moved to later in the agenda, after discussion regarding the OTIS Executive Board recommendation.
- 6A Audit Review
An Audit Review committee consisting of Mike Lewis and Forrest Arnold of Jones and Roth, superintendent Mike Vermillion, fiscal services director Kent Stephens, and Board member Vern Bittner met on February 2. The Jones & Roth Management Letter, which was included in the Board packet, addressed the grant management issues discussed at last month's Board meeting. Director Bittner commented that the audit report was favorable, and the auditors feel Kent Stephens has an excellent plan to conform to standards for grant and contract tracking.
- 6B OTIS Executive Board Recommendation
The OTIS Executive Board met on February 7 and again on February 21. After reviewing financial information provided to them on February 7, the Board supported a recommendation to discontinue Student Services as of June 30, 2001, and to cease development of the new Student Services package immediately. At the Executive Board meeting on Monday, February 21, three recommendations were made (official attachment). The recommendations passed by a significant majority of the OTIS Executive Board members.
- Tom Lindly, technology services manager at Springfield School District, read a prepared statement to the ESD Board (official attachment) asking that OTIS services be extended to June 30, 2002, to allow time to find appropriate systems and conversion to those systems.
- Acting OTIS director Bill Maier commented that the OTIS consortium includes many districts outside Lane County. Extending services beyond June 30, 2001, and defining what those services would be needs to be carefully considered.
- Set Special Board Meeting
The recommendation from the OTIS Executive Board to cease operation requires thoughtful consideration of the financial and political aspects of the decision. Forcing a decision tonight would not give Board members time to digest the information and hear from others. Therefore, a special ESD Board meeting is recommended.
- DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD establishes March 2, 2000, as the date for a special Board meeting. Director Swanson seconded and **the MOTION CARRIED WITH DIRECTORS BITTNER, DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-030)**

7. Superintendent's
Report

- 7A Financial Report
The financial report for January 2000 was reviewed.
- 7B Resolution Status
Superintendent Vermillion has been visiting Board meetings of component school districts to discuss the 2000-01 resolutions. All component district will have acted on the resolutions by March 13.
- 7C The ESD Task Force will meet on Friday, February 25. Superintendent Vermillion will make a presentation to the task force on statewide ESD services including OTIS.

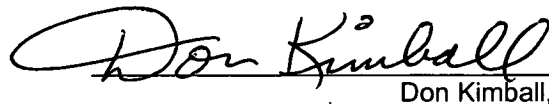
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| 8. Information from Administrative Staff | 8 Eileen Palmer, director of curriculum/staff development, invited Board members to attend the Lane County Career and Job Fair on February 23 at the Valley River Inn. Approximately 900 students and 70 businesses are registered to participate. |
| 9. Board Member Presentations and Comments | <p>9A Committee and Liaison Reports:</p> <p>LCOG—Director Miller reported that the next LCOG meeting is February 24 at the Veneta City Hall. He commented on the importance of school districts participating in the transportation planning process since school buses represent a large portion of public transportation.</p> <p>Lane Education Foundation—Director Berney presented a letter to the ESD Board from the Foundation Board asking that the proposed \$25,000 budget cut be reconsidered. (official attachment)</p> <p>Director Berney also commented that Eugene School District board members will be interviewing legislative candidates, and he will share information at a later meeting.</p> <p>9B Advisory Board Member Reports:</p> <p>Pat Rogers, social services advisor:</p> <ul style="list-style-type: none"> • The Youth Development Commission, a Lane County organization, is working with "Youth in Action" high school students on activities that provide advice and input on issues that youth are facing. • April is Child Abuse Prevention Month. The Lane County Commission on Children and Families will be sponsoring special weeks of the month for child, youth, family and community. They will also be sponsoring events during "Back to School" week, April 24-28, with an expected outcome of getting community back into the schools. <p>9C Report on Local Board Visitation</p> <p>Chair Kimball reported that he attended the Siuslaw School District board meeting on February 9 and commented on the difficult issues facing local districts. Mr. Kimball also plans to attend the Pleasant Hill Board meeting on February 28.</p> |
| 10. Announcement/Correspondence | 10A There was no correspondence. |
| 11. Public Participation | 11 There was no additional public participation. |
| 12. Adjournment | <p>The Board meeting was adjourned at 8:30 p.m.</p> <p>The next regular meeting of the Lane ESD Board of Directors will be on Tuesday, March 28, 2000, beginning at 7:00 p.m., at the ESD Center Building</p> |


Minutes approved:

3-28-00 *bjm*
(date) BJM

Attachments to official minutes:

1. OTIS Executive Board Recommendations
2. Statement from Tom Lindly, Springfield SD
3. Foundation letter


Don Kimball, Chairperson


Mike Vermillion, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – January 18, 2000

- | | | |
|------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting
Call to Order | 1 | <p>Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, January 18, 2000, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Vern Bittner, Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson; advisory Board members Chuck Forster and Pat Rogers. Administrative staff members present were Superintendent Mike Vermillion, Kent Stephens, Carol Knobbe, Eileen Palmer, Alan Livingston, Bill Maier, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Ken Hadlock, Donna Telep-Manclark, Frank Landrum, Harold Turnquist, and Linda Schoenfeld.</p> |
| 2. Recognition of
Staff and/or Public | 2 | <p>There was no staff or public recognition.</p> |
| 3. Introduction of
Guests | 3 | <p>No guests were in attendance.</p> |
| 4. Public Participation | 4 | <p>There was no public participation.</p> |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.</p> <p>(1) Approve Board minutes of December 7, 1999
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting December 7, 1999, as submitted.</p> <p>(2) Accept monthly Human Resources Report and approve personnel recommendations
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated January 11, 2000, and approves the following personnel actions as recommended:</p> <p>DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Bittner seconded and the MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-021)</p> |
| | 5B | <p>Accept 1998-99 Audit
The financial audit for 1998-99, has been completed and submitted to the State.</p> <p>Kent Stephens, fiscal services director, reviewed the one auditor comment or "finding" related to grant accounting, which was carried forward from the prior year's audit. An action plan has been written and submitted to ODE as well as appropriate federal agencies. The action plan calls for better coordination, communication and cooperation between those who write and manage grants and those who report. The fiscal office will review report documents before reports are sent to grantees. Fiscal services staff members Ken Hadlock and Linda Schoenfeld are providing grant accounting services.</p> |

Director Berney asked why the correction was not made in the prior year. Director Stephens answered that the probable reason was lack of appropriate training within the fiscal office and that the auditors could have provided more assistance with training.

The joint effort of all staff involved will help prevent errors. Procedures will be in place for timeliness, checks and balance.

An audit review committee to include Jones and Roth representatives, superintendent and fiscal services director, and up to three Board members will be scheduled.

DIRECTOR BERNEY MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD acknowledges receipt of the Financial Statements and Supplementary Information, For the Year Ended June 30, 1999. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.**
(ESD Resolution # 99-022)

- 5C Authorize Submission of 2000-01 Resolutions to Local Boards – Postpone
The resolution services provided to component school districts will be the result of agreements reached with the superintendents as to the scope of services desired for the 2000-01, budget year. ESD management and superintendents met on Wednesday, January 12, to respond to a preliminary proposal that included possible additions, reductions, and revenue enhancement provisions. Generally, superintendents were supportive of the proposal. Yet, suggestions were offered and questions raised that merit a thoughtful response. Management is scheduled to meet again with superintendents on Thursday, January 27. Resolutions cannot be drafted until agreements are reached. Therefore, a special ESD Board meeting will be required to approved the resolutions and authorize their distributions to local school boards.

- 5D Establish Special Board Meeting Date
A special ESD Board meeting is required to approved resolutions for 2000-01 and authorize their distribution to local school boards. Board members selected February 3, 2000, for the meeting date.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD establishes February 3, 2000 as the date for a special meeting to approve resolutions and authorize their distribution. Director Berney seconded and the **MOTION CARRIED WITH DIRECTORS BERNEY, BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.**
(ESD Resolution # 99-023)

6. Discussion/ Reports

- 6A Preliminary Budget Reduction Proposal
This preliminary budget reduction proposal is an outgrowth of a conversation held in late December with Lane County superintendents regarding the nature and scope of resolution services to be provided in 2000-01. At that meeting, the superintendents asked that ESD management develop a proposal to which they could respond. The proposal was submitted to superintendents on Wednesday, January 12.

The nature of the proposal has been shared with staff through meetings and e-mail. Individuals affected by the reductions have had conversations with their supervisors.

7. Superintendent's Report

- 7A Financial Report
Kent Stephens, fiscal services director, reviewed the financial report for the month ending December 1999. Currently, revenues are above budget figures and expenditures are below budget.

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| 8. Information from Administrative Staff | 7B ESD Task Force
Superintendent Mike Vermillion attended the ESD Task Force meeting Friday, January 14, at Mt. Hood Community College. He reported that Bob Burns has been appointed as the staff person representing ESD's. Mr. Burns should and will bring organization and focus to the meeting. A subcommittee from the larger group will be appointed to consider ESD funding issues. |
| 9. Board Member Presentations and Comments | 7C Grants Received
Lane ESD has received notification of two grants awarded: <ul style="list-style-type: none">• Behavior Cadre Grant, \$3,000.00• IDEA Reauthorization Implementation Grant, \$3,330.60 7D Mission, Guiding Principles, and Priorities
The ESD Mission, Guiding Principles, and Priorities has been drafted. Development will proceed when resolutions and budget processes have been concluded. |
| 10. Announcement/ Correspondence | 8 None at this time. |
| 11. Public Participation | 9A Committee and Liaison Reports:

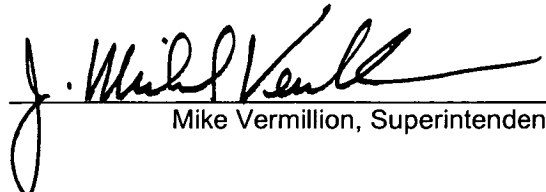
LCOG—Director Miller reported that the LCOG will meet next week and he will have a report at the next Board meeting. |
| 12. Adjournment | 9B Advisory Board Member Reports:
Employment Training—Chuck Forster reported on the services that the Lane Workforce Partnership provides to dislocated workers. Although the economy is growing, approximately 5,000 to 6,000 dislocated workers, primarily timber industry employees, are served each year with assistance in finding employment.
Mr. Forster also reported on the Youth Council program that has been redesigned to serve low-income youth. Services will be provided year-round through schools and Lookingglass programs serving about 250 youths. The former program served approximately 500 youth in through a summer program. |
| | 10A Board members expressed appreciation to ESD staff recognition for Board Appreciation month. |
| | 11 There was no public participation. |
| | 12 The meeting was adjourned at 9:00 p.m. The next regularly scheduled meeting of the Lane ESD Board of Directors will be on Tuesday, February 22, 2000, beginning at 7:00 p.m., at the ESD Center Building. |

Minutes approved:

2-22-00
(date) BJM *BJM*

Attachments to official minutes: none


Don Kimball, Chairperson


Mike Vermillion, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – December 7, 1999

1. Work Session

- 1 Chairperson Don Kimball called the work session to order at 5:30 p.m. Board members attending were: Vern Bittner, Sherry Duerst-Higgins, Don Kimball, Jerry Miller and Jim Swanson. Others attending were Superintendent Mike Vermillion, and Barbara McBurnett, recording secretary.

ESD Mission, Guiding Principles and Priorities

The need to review Lane ESD's mission, guiding principles, and priorities was introduced at the October 26, 1999, Board meeting. Limited resources and the parallel need to narrow the focus of our services to fit within a manageable number of priorities create the impetus for pursuing this initiative.

Rather than beginning with a blank slate and creating something entirely new, the suggested approach is to build upon an existing foundation of information. These sources of information include:

- Lane ESD Mission Statement, Guiding Principles and Strategic Direction (Lane ESD Policy ADA)
- Results of the focus group study conducted last Spring
- Survey information obtained from educators throughout Lane County, also conducted last Spring
- Evaluation data collected for the 1998-99 Annual Report
- Interviews with school district superintendents
- Existing Board Policy relating to goals and objectives
- Service area goals and objectives
- ODE Standardization Report

In addition, the perspectives of the Lane ESD Board and staff must also be considered. Staff has been given the opportunity to respond to a questionnaire.

Board members shared their perceptions on ESD services, changing patterns of service need, and possible priorities and service emphases during the Board work session. These included: direct services to kids, special education, staff development (especially for small districts), open communication with component district superintendents, OTIS services, distance learning, responsiveness to component districts (customer-driven services), better use of ESD website,

Board members indicated particular interest in receiving information on: status of OTIS software development; the superintendent's perspective on Legislative issues and the effect on Lane ESD; Zone B superintendent meetings; and having, as needed, work sessions prior to Board meetings for current updates on specific service area activities including interdependencies and interactions between service areas.

The next step will be to consolidate and synthesize all the information to produce a preliminary draft of mission statement, guiding principles, and priorities that can be tested with constituencies inside and outside the organization, including staff and Board members.

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

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| 2. Regular Meeting
Call to Order | 2 | <p>Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, December 7, 1999, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Vern Bittner, Sherry Duerst-Higgins, Don Kimball, Jerry Miller and Jim Swanson; advisory Board members Pat Rogers and Chuck Forster. Administrative staff members present were Superintendent Mike Vermillion, Kent Stephens, Carol Knobbe, Eileen Palmer, Alan Livingston, Carol Wiggins, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Laura Krenk and Lynda Harris.</p> |
| 3. Recognition of
Staff and/or Public | 3 | There was no staff or public recognition. |
| 4. Public Participation | 4 | There was no public participation. |
| 5. Action Items | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.</p> <p>(1) Approve Board minutes of October 26, 1999
 BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting October 26, 1999, as submitted.</p> <p>(2) Accept monthly Human Resources Report and approve personnel recommendations
 BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated December 1, 1999, and approves the following personnel actions as recommended.</p> <p><i>Appointment:</i></p> <ul style="list-style-type: none"> • Lori Lund, Prevention/Intervention Specialist, .5 FTE, 11/22/99 <p><i>Family Leave:</i></p> <ul style="list-style-type: none"> • Susannah Everett, School Psychologist, 11/1/99 <p><i>Resignation:</i></p> <ul style="list-style-type: none"> • Leah Juniper, Life Skills Teacher, 9/1/99 <p>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 BITTNER, DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTING YES.
 (ESD Resolution # 99-018)</p> |
| | 5B | <p>Authorize Investments</p> <p>Lane ESD Policy DFA, Investment of Funds, authorizes the investment of ESD funds. In researching investment options, Kent Stephens, fiscal services director, has learned a higher interest rates are frequently available through US Bancorp. Although current policy allows the needed flexibility for investing funds, the following resolution meets requirements of US Bancorp that the Board pass a resolution specific to their organization. (official attachment)</p> <p>DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Kent Stephens, fiscal services director, to sell, assign and endorse for transfer, certificates representing stocks, bonds, or other securities now registered or hereafter registered in the name of Lane Education Service District. Director Bittner seconded and the MOTION CARRIED WITH DIRECTORS BITTNER, DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTING YES.
 (ESD Resolution # 99-019)</p> |

6. Discussion/
Reports

5C Approve Don Kimball Attendance at NSBA Convention

Don Kimball has requested to attend the NSBA 60th Annual Conference, April 1-4, 2000, in Orlando, Florida. The focus of this year's conference is student achievement.

DIRECTOR BITTNER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves Don Kimball's attendance at the NSBA Annual Conference in Orlando, Florida. Director Duerst-Higgins seconded and the MOTION CARRIED WITH DIRECTORS BITTNER, DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-020)

6A 2000-01 Resolutions

The Board was scheduled to approve the content of resolutions for distribution to Lane County school districts at this meeting. However, as the Lane ESD looks to the future, 2000-01 and beyond, and considers the prospects of a declining fund balance in the General Fund, no increase in funding for the second year of the biennium and an uncertainty as to the State's ability to continue the process of equalizing ESD funding in the next biennium, caution needs to be exercised before the organization commits to a level of services that cannot be sustained. Over commitment of resources not only does not serve this organization well but certainly does not serve our component districts at all. Therefore, approval of resolutions will be postponed until the January 18, meeting. The postponement will provide an opportunity for the administration to discuss the issues with Lane County superintendents. The superintendents are scheduled to meet on Thursday, December 16.

The options most apparent at this time are: eliminate resolution(s), cap or limit services, enhance revenue through higher fees, or a combination of the above.

6B School Closure Reporting System

For the last couple of decades, school closure and delay information has been reported through a labor intensive system of taking calls from districts and calling the designated media outlets with the news. Lane ESD is initiating a new web-based system to handle school emergency and weather related announcements much more quickly.

Local district superintendents can access their files, check the weather, see messages posted from other districts, and post their own decision from a pre-coded list of responses or create their own. The information is sent via email to the media outlets for immediate communication to the public. Stations, schools and the ESD will all be able to have the valleyinfo.net site accessible from their own webpages. The ESD website (www.lane.k12.or.us) has a link.

Carol Wiggins, communications and marketing manager, provided a short demonstration of the new system.

7. Superintendent's
Report

7A Financial Report

Kent Stephens, fiscal services director, reviewed the financial report for October 1999. For clarity purposes, unfavorable numbers are indicated in red on the report.

7B ESD Task Force

The ESD task force met for the first time on Monday, November 15, at the Oregon State Capitol. Mike Vermillion, superintendent, and Kent Stephens, fiscal services director, attended the meeting, which was organizational and information based. The premise of the task force is "What if ESD's didn't exist?" A calendar of meetings has been developed with the next meeting occurring in January in Portland. Lane ESD may host a task force meeting at a later date.

	7C	Assistant Superintendent/Executive Director OTIS Selection Process The closing date for applications for the Assistant Superintendent/Executive Director position was Friday, December 3. Eight applications have been received, and the selection process will proceed as outlined in the announcement. Director Swanson will screen applications.
	7D	Grants/Contracts Awarded The finance office has prepared a new report which shows all grants and contracts awarded to Lane ESD since July 1, 1999. A report will be generated to show grants and contracts as they are received. It will also be amended to indicate if grants are competitive.
8. Information from Administrative Staff	8	Special education director Carol Knobbe reviewed special education activities: The Skipworth facility move has been postponed until mid-January; component districts have been asked to report 2000-01 estimates for life skills students; the Lane School advisory committee is continuing to meet regarding process agreements.
9. Board Member Presentations and Comments	9A	Committee and Liaison Reports: LCOG—Director Miller reported that LCOG will meet December 9. Director Miller will report on services available to Lane ESD as a member organization.
	9B	Advisory Board Member Reports: Pat Rogers, social services advisor, reviewed a cooperative project coordinated by the Commission on Children and Families to provide needed services to at-risk children who do not meet criteria for other local programs. Funding has been received for a pilot project in Springfield.
	9C	Chuck Forster, employment training advisor, reiterated the need for county-wide unified plans.
	9D	Lane Education Foundation—Curriculum/staff development director Eileen Palmer distributed recently printed Foundation brochures.
	9E	Local Board Visitation by ESD Board Members Chair Kimball encouraged Lane ESD Board members to attend local district board meetings January, February, and March since Lane ESD resolution services will be an agenda item at those meetings.
10. Announcement/Correspondence	10A	Chair Kimball noted that Session I of the OSBA Leadership Academy will be at Lane ESD on January 20, and would be beneficial for board members.
11. Public Participation	11	There was no public participation.
12. Adjournment		The meeting was adjourned at 9:00 p.m. The next meeting of the Lane ESD Board of Directors will be on Tuesday, January 18, 2000, beginning at 7:00 p.m., at the ESD Center Building

You may designate your gift accordingly:

\$_____ Unrestricted. (*Use my contribution
in the area of greatest need.*)

\$_____ Lane ESD Planetarium

\$_____ Other Lane ESD Program or
Service as specified:

\$_____ Specified District:

\$_____ Specified School:

\$_____ Specified Program or Service:

\$_____ Scholarship Awards

☐ I am enclosing my check to Lane
Education Foundation for \$_____

☐ I wish to contribute \$_____ in
monthly payments starting

Please mail or bring to the Lane ESD
1200 Hwy. 99N
Eugene, OR 97402
c/o Lane Education Foundation

Your contribution is tax deductible.

Thank You!

**LANE EDUCATION
FOUNDATION**

Your opportunity to make a difference

I/We want to contribute to the students and public education of Lane County. Please accept my contribution of \$_____ to the Lane Education Foundation.

I understand my gift will support the programs and services of the Lane ESD, its constituent districts, schools, and students.

NAME

ADDRESS

CITY/STATE/ZIP

PHONE (work)

PHONE (home)

☐ Please add my name to the Foundation mailing list.

***UNITING THE WISDOM AND
RESOURCES OF LANE COUNTY
EDUCATORS AND CONTRIBUTORS
TO BENEFIT STUDENTS***

**LANE EDUCATION
FOUNDATION**

Lane Education Foundation Board of Directors

Maurice Thorne
Chair

Dave Frosaker
Vice-Chair

Bob Reeves
Secretary/Treasurer

Joe Berney

William Land

Staff

Eileen Palmer
*Director, Curriculum and Staff
Development*

Carol Skondin
Administrative Assistant

LANE EDUCATION FOUNDATION

1200 HWY 99 N

EUGENE, OREGON 97402

(541) 461-8271

FAX (541) 461-8298

email: cskondin@lane.k12.or.us

**LANE EDUCATION
FOUNDATION**

Visit the Foundation's web page on the
Lane Education Service District
Web Pages at <http://www.lane.k12.or.us>

**Enhancing learning
opportunities for
Lane County students
is an opportunity for
the community.**



**LANE EDUCATION
FOUNDATION**

**A public education
foundation serving
all students in Lane
County schools**

The Mission

The Lane County Education Foundation unites the wisdom and resources of committed contributors and educators in a common effort to enhance the educational opportunities for Lane County students.



**LANE EDUCATION
FOUNDATION**

The Goals

- ♦ Educate the public and individuals about the benefits and costs of donations, gifts, and other charitable contributions for schools and learners.
- ♦ Enhance opportunities toward school improvement, curriculum development, student enrichment, and exceptional educational activities.



About the Lane Education Foundation

Education foundations are a growing trend as a means by which to support today's public schools and the leaders of tomorrow who are in them.

The Lane Education Foundation was created in 1998 by a group of concerned educators and citizens. The initial purpose was to facilitate the acceptance of tax-deductible donations made by corporate and private contributors to the ESD's Planetarium, when the ESD could no longer fund it through the ESD/District resolution process.

However, this has grown so that the overarching intent is for donations which benefit a wide range of services and programs of both the ESD and its sixteen constituent school districts.

With a potential donor in the wings, the Foundation created the documents necessary for non-profit corporation and its 501(c)(3) status.

Persons contributing to the Foundation may specify which programs or school districts are to receive the donations. When donations are of a general nature, the Foundation directors will decide how the funds will be distributed.



**LANE EDUCATION
FOUNDATION**

"We are grateful for the wonderful support afforded the Planetarium from an anonymous community donor. Without such a generous contribution, we would not be one of the top Planetariums on the West Coast today."

— Jon Elvert, Planetarium Director

Purpose of the Lane Education Foundation

The Foundation was established for the purpose of making gifts to Lane County schools and districts for the benefit of promoting public education by:

- ▼ Assisting Lane County Schools and the Lane Education Service District to attain their stated objectives, and
- ▼ Encouraging the development of other educational opportunities, all of which are to promote education and charitable causes.

The Lane Education Foundation serves the children of Lane County by offering its support to the following districts:

Bethel ▲ Blachly ▲ Creswell
Crow-Applegate-Lorane ▲ Eugene
Fern Ridge ▲ Junction City ▲ Lowell
Mapleton ▲ Marcola ▲ McKenzie
Oakridge ▲ Pleasant Hill ▲ Siuslaw
South Lane ▲ Springfield
Lane Education Service District



**LANE EDUCATION
FOUNDATION**

Your contribution makes a difference

- ▼ It helps ensure that the programs and services that enrich the learning and lives of students can continue to be of the highest quality, while remaining cost effective to the taxpayer.
- ▼ It allows for new ideas and initiatives to be developed. Creation and renewal of services and programs are needed to meet the ever-emerging changes and trends which impact society and therefore its schools.
- ▼ By supporting a countywide Foundation, your contributions help to build educational equity and opportunities for all students at all learning levels and communities.
- ▼ Through your generosity to specified programs, you can be assured that your unique interests and concerns for public school programs can be supported and continued.
- ▼ By giving to programs, whether privately, as a corporation, or through your work, you can be assured that you are contributing to the lives of children and youth in the community and building a strong educational system that will positively influence students for the rest of their lives.



What you can do

Gifts to the Lane Education Foundation can benefit students served by any of the programs through Lane ESD or any of the sixteen school districts of Lane County.

Cash Gifts:

Outright gifts of cash, securities, real property, and personal property are welcomed. The Foundation will also accept matching gifts from corporations in Oregon and nationwide.

Deferred Gifts:

Bequests and other forms of deferred gifts, such as insurance policies and life income agreements, can be accepted. Deferred or planned gifts may be arranged during the donor's lifetime, but the principle does not accrue to benefit the Foundation until later, generally following the decease of the donor or named beneficiaries.

Checks Can Be Written to the Lane Education Foundation:

When you make a contribution, please process your checks or other forms of money transfer to the Lane Education Foundation. If you choose to benefit the Foundation in your will, when transferring stock, or donations through other legal channels, please designate the Lane Education Foundation as the recipient. You may restrict your gift to a particular program, school, or district or it may be left unrestricted to support the areas identified by the Foundation Board as most needy.

Contributing to the Lane Education Foundation unites the ESD, its districts, and the county community in its efforts to provide the best learning experience for all concerned.

**LANE EDUCATION
FOUNDATION**

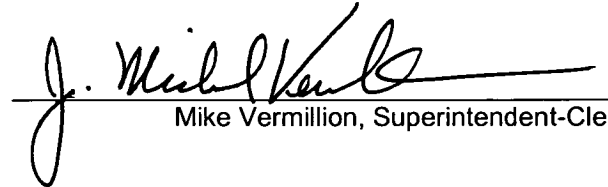
Minutes approved:

1-18-00 bm
(date) BJM

Attachments to official
minutes:

-Foundation Brochure


Don Kimball, Chairperson


Mike Vermillion, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – October 26, 1999

1. Work Session

1 Chairperson Don Kimball called the work session to order at 5:30 p.m. Board members attending were: Joe Berney, Vern Bittner, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Others attending were Superintendent Mike Vermillion, Bill Maier, Jeff Foreman, Tom Ridgway, Randy Trummer, Carol Wiggins, Lois Beard, Gayle Starnes, and Barbara McBurnett, recording secretary.

Acting OTIS Director Bill Maier updated the Board on the status of OTIS activities.

- OTIS manager Erick Keating recently resigned to take a position out of state. Due to budget constraints, his position will not be filled and duties will be reassigned to other OTIS managers.
- OTIS staff is continuing to work with Springfield School District on business system application development. Springfield is willing to dedicate resources in order to shorten the timeline.
- OTIS has received notification from six school districts of plans to discontinue OTIS services. When notifications are received, OTIS staff contacts those districts to provide information and an understanding of what it will take for the school district to change systems.
- A draft position posting for an OTIS Executive Director/Assistant Superintendent was reviewed. It is critical to the OTIS organization that an appropriately qualified individual be hired to fill the position.
- Written information was provided regarding the OTIS mission, priorities, and goals; client satisfaction survey results; and student services application development.

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

2. Regular Meeting
Call to Order

2 Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, October 26, 1999, in accordance with the agenda and public notice of the meeting.

Board Members present were: Vern Bittner, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson; advisory Board member Chuck Forster. Administrative staff members present were Superintendent Mike Vermillion, Kent Stephens, Carol Knobbe, Eileen Palmer, Alan Livingston, and Barbara McBurnett, recording secretary.

Others attending were: Ken Hadlock, Paul Weill, Laura Krenk, Lynda Harris, Patrick Mahoney, Don Brown.

3. Recognition of
Staff and/or Public

3 There was no staff or public recognition.

4. Public Participation

4 There was no public participation.

5. Action Items

5A The following action items were included in the Consent Agenda approval:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.

(1) Approve Board minutes of September 28, 1999

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting September 28, 1999, as submitted.

(2) Approve revision to Policy DID—Property Records and Inventory

BE IT RESOLVED that the Board of Directors of Lane ESD approves the revision to Policy DID—Property Records and Inventory, as submitted.

(3) Accept monthly Human Resources Report and approve personnel recommendations

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated October 19, 1999, and approves the following personnel actions as recommended:

- Robert Simpson, School Psychologist, retirement, 11/30/99

DIRECTOR DUERST-HIGGINS 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 BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-010)**

5B Appoint Budget Officer

Oregon statutes provide for the appointment of a budget officer for public bodies. At the July 13, 1999, meeting, the Board appointed the superintendent to fulfill the responsibilities of the role. The 2000-2001, Budget will be prepared by Kent Stephens, director of fiscal services. Therefore, it is recommended that Kent Stephens be designated as budget officer for 1999-2000, rather than the superintendent.

DIRECTOR HOLMAN MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD appoints Kent Stephens as budget officer for Fiscal Year 1999-2000, in accordance with ORS 294.331. Director Swanson seconded and **the MOTION CARRIED WITH DIRECTORS BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-011)**

5C Approve Budget Committee Membership

In accordance with provisions of Board Policy DBEA – Budget Committee, the budget committee is to consist of eight members appointed by the Board from constituent school district boards plus elected ESD Board members. Four vacancies exist for 1999-2000. Three people have expressed interest, to date.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD appoints the following school district board members to three-year terms on the Lane ESD Budget Committee:

Position 1: Chris Pryor, Eugene

Position 3: Jennifer Heiss, Springfield

Position 6 (at large): Fred McDaniel, Springfield

Director Duerst-Higgins seconded and **the MOTION CARRIED WITH DIRECTORS BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-012)**

5D Accept Annual Report

A final draft of the report was included in the Board packet. In compliance with Oregon Law, Lane ESD is required to prepare and submit an annual report to the Oregon

Department of Education (ODE). It contains information on program participation, staffing and costs. It also includes evaluative data gathered from school districts.

The final copy is due at ODE by Friday, October 29, 1999.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Annual Report and authorizes its submission to the Oregon Department of Education. Director Bittner seconded **MOTION CARRIED WITH DIRECTORS BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-013)**

5E Adopt LCEA Agreement, 1999-2002

Agreement has been reached between the Lane ESD Board and the Lane County Education Association (LCEA). The LCEA membership is expected to ratify the Agreement on Monday, October 25. Chair Kimball expressed his appreciation to all those involved for the positive interaction.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the Agreement between Lane Education Service District Board of Directors and Lane County Education Association, July 1, 1999—June 30, 2002, as presented. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-014)**

5F Adopt Administrative, Confidential and Managerial Agreement

Director Michelle Holman, Board representative to the Administrative, Confidential and Managerial group, met with representatives of the group prior to the Board meeting. Director Holman requested an Executive Session after the regular Board meeting to discuss details of the agreement.

5G Approve Board Member Attendance at OSBA Annual Conference

In keeping with past practice, members will be authorized to attend conferences by specific action of the Board. Board members requesting to attend the OSBA Annual Conference November 12-14, 1999, are Directors Duerst-Higgins, Kimball, Bittner, Berney, and Miller.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the following members to attend the OSBA Annual Convention: Sherry Duerst-Higgins, Don Kimball, Vern Bittner, Joe Berney and Jerry Miller. Director Holman seconded and **MOTION CARRIED WITH DIRECTORS BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-015)**

5H Approval of the position posting for Executive Director/Assistant Superintendent of OTIS was added to the action items. The posting was discussed in the work session prior to the regular session.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the posting for OTIS Executive Director/Assistant Superintendent as presented. Director Swanson seconded and **MOTION CARRIED WITH DIRECTORS BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-016)**

6. Discussion/
Reports

6A Don Brown, staff development specialist, presented an update on the Goals 2000 Consortium Grant. Goals 2000 grants are offered each year by the Oregon Department of Education as part of a federal grant program. Lane ESD has been awarded consortium grants for member districts in each of the last four years. The focus of the grant is to fund staff development associated with the 21st Century School Reforms in Oregon and has included math, science, reading, and art. ESD staff has been working

with Lane County districts to develop an agreement for a "train the trainer" model so that more teachers benefit from the grants.

7. Superintendent's Report

7A Financial Report

The financial report for September 1999, is enclosed. The report is not as detailed as past reports but should give the Board a better grasp of overall District revenue and expenditures, as compared to budget. Projections are based on historical data.

7B ESD Planning Cycle

Last year, the administrative staff developed an activities timeline that integrated planning processes for (1) setting service area goals, (2) adopting resolutions, and (3) adopting the 2000-01 Budget. The timeline has been updated. A copy was included in the Board packet information. Discussion has begun, with both internal and external constituents, in development of 2000-01 Resolution Package.

7C 1999-2001 Funding

During the last legislative session, significant effort was devoted to achieving greater funding equity among the 21 ESDs. Northwest, Willamette, Deschutes, and Jefferson ESDs obtained significant equity dollars.

Lane ESD, while substantially below the State average of \$245 per ADMw, increased only \$8 to \$175 per ADMw. The entire increase was front-loaded into the first year of the biennium, 1999-2000. Funding remains at \$175 per ADMw for 2000-01. Statewide, ESD funding increased 7.8 % during the first year, while Lane ESD funding increased only 5.1%.

7D Long Range Planning

Members of the Lane ESD Board, the Lane ESD staff and representatives of component school districts must be given opportunities to engage in thoughtful discussions regarding the future direction of Lane ESD. Although planning remains in its infancy, the superintendent will communicate with the Board as the process for determining long-range goals is outlined.

8. Information from Administrative Staff

- 8 Carol Wiggins, communications and marketing manager, announced that a communications audit will be performed to determine effectiveness of internal and external communications. The audit will also provide recommendations and strategies for improving communications. There will be additional information at future meetings.

Kent Stephens, fiscal services director reported that the 1998-99 financial audit will not be ready for approval at the December Board meeting. ESD management has requested that Jones and Roth auditors review each grant and fund for a more thorough audit. A draft may be ready for the Board review at the December meeting.

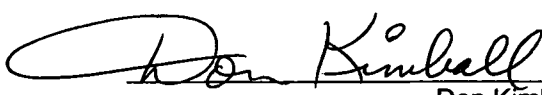
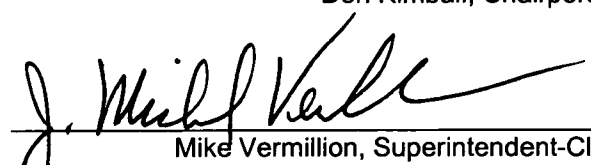
Carol Knobbe, special education director, reported that the smaller Lane County school districts have formed a subcommittee to work on staff development ideas for special education staff. The ESD has also been working collaboratively with districts to development language for interagency agreements for out-of-district student placement.

9. Board Member Presentations and Comments

9A Committee and Liaison Reports:

LCOG—Director Miller reported that the LCOG appreciation awards are January 14 at Valley River Inn. The LCOG policy review has been deferred until next spring.

Foundation—Eileen Palmer, curriculum/staff development director, reported that the capital campaign for the planetarium is continuing and is currently the focus of the Foundation. A grant application—in collaboration with Eugene Mayor Jim Torrey—has been sent to the Bill and Melinda Gates Foundation.

	<p>9B Advisory Board Member Reports: Chuck Forster, employment training advisor, reported that the Lane Workforce Partnership Board is expanding to 43 members, using a model called policy governance. The LWP Youth Council will be expanded to include a broader community representation.</p> <p>9C Director Miller deferred his request for review of policies BBBA, BC/BCA, BCB until the next Board meeting.</p> <p>9D Lane Education Foundation—ESD Board member Verne Bittner will serve as an alternate to the Foundation Board. Joe Berney is the primary member.</p>
10. Announcement/ Correspondence	<p>10A Board members were reminded of the OSBA Fall Regional Meeting on October 28.</p> <p>10B Attention was called to the letter of appreciation to Eagle Scout Jack Mantel for his landscaping project on ESD grounds.</p>
11. Public Participation	<p>11 There was no public participation.</p>
12. Adjournment	<p>The regular Board meeting was recessed at 8:25 p.m. for an Executive Session, with the meeting to be reconvened following the Executive Session.</p> <p>The next meeting of the Lane ESD Board of Directors will be on Tuesday, December 7, 1999, beginning at 7:00 p.m., at the ESD Center Building</p>
13. Executive Session	<p>An Executive Session was called under provisions of ORS 192.660.</p>
Reconvene Regular Meeting	<p>The regular Board meeting was reconvened at 8:40 p.m. The Board requested the benefits consultant Del Johnson update language of the physical examination page of the Administrator, Confidential and Managerial Staff Agreement. With the requested update, the following action occurred at a result of the Executive Session.</p> <p>DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the <u>Agreement between Lane Education Service District Board of Directors and the Lane Education Service District Administrator, Confidential and Managerial Staff</u>, as presented. Director Miller seconded and the MOTION CARRIED WITH DIRECTORS BITTNER, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-017)</p>
Adjournment	<p>The meeting was adjourned at approximately 8:45 p.m.</p>
Minutes approved:	
<u>10-12-7-99</u> (date) BJM <i>BJM</i>	 Don Kimball, Chairperson
Attachments to official minutes:	 Mike Vermillion, Superintendent-Clerk
1, OTIS handouts from Work Session	

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – September 28, 1999

- | | |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Executive Session | 1A Chairperson Don Kimball called the meeting to order in Executive Session at 5:30 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: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff present were Superintendent Mike Vermillion, Alan Livingston, and Barbara McBurnett, recording secretary. The meeting was adjourned at 7:10 p.m. |
| 2. Call to Order | 2A Chairperson Don Kimball called the regular board meeting to order at 7:15 p.m. Tuesday, September 28, 1999, in accordance with the agenda and public notice of the meeting.

Board Members present were: Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Eileen Palmer, Kent Stephens, Ken Hadlock, Carol Wiggins, Alan Livingston, and Barbara McBurnett, recording secretary

Others attending were: Jon Elvert, Bob Curtis, Laura Krenk, and Lynda Harris. |
| Written Communications | 2B The following written communications were included in the packet: <ul style="list-style-type: none">• Board Calendar of Events |
| 3. Statements | 3A No statements from the public were made.

3B Board members requested that Superintendent Vermillion revisit organizing a meeting of Superintendents and Board chairs of the three urban districts and Lane ESD. Superintendent Vermillion will establish a focus and purpose of the meeting.

3C Statements from the Superintendent:
OAESD is requesting volunteers to serve one-hour shifts on Friday and Saturday, November 12 and 13, at the OSBA Annual Convention. Superintendent Vermillion encouraged Lane ESD Board members to participate. |
| 4. Reports | 4A Committee and liaison reports from Board members:
LCOG—Director Miller reported that LCOG presented a Legislative summary with local senators and legislators.
Lane Education Foundation—Director Berney requested that Eileen Palmer, Director of Curriculum and Staff Development report on Foundation activities. Lane Education Foundation members will meet for a work session Monday, October 4th to plan a capital campaign for the Planetarium. The capital campaign will include a plan for informing potential donors about the Planetarium and encouraging contributions to purchase new equipment. The Foundation is also reviewing possible grants and other foundations that would be likely contributors to the Planetarium. An application to the Bill and Melinda Gates Foundation is being finalized.

4B Board members reviewed their attendance at component district board meetings. |

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|-----------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 4C | Reports from Advisory Board members:
Chuck Forster and Pat Rogers were not in attendance. |
| | 4D | School Improvement Specialist Bob Curtis and Lane ESD Planetarium Director Jon Elvert reported on the pooled resources of the Planetarium and Goals 2000 Science Project to focus on standards and curriculum for space, earth, and astronomy. The Planetarium can offer inquiry-based activities to address content standards. Content-specific workshops will be offered for teachers. Jon Elvert will be designing Planetarium kits for classroom use. |
| 5. Consent Agenda | 5 | <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 its August 24, 1999, meeting as submitted.</p> <p>B. BE IT RESOLVED that the Board of Directors of Lane ESD approves the Human Resources Report dated September 23, 1999, and approves the following personnel actions as recommended:</p> <p style="padding-left: 40px;">Appointments:
Lislie Mraz, School Psychologist (temporary), 11/29/99</p> <p style="padding-left: 40px;">Change of Status:
Catherine McCormack, School Psychologist, Leave of Absence, 11/29/99
Carol Berger, Speech Therapist, BA+45 to PhD, 9/1/99</p> <p>C. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the August 1999 Financial Report as submitted.</p> <p>DIRECTOR DUERST-HIGGINS 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 BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-009)</p> |
| 6. Consolidated Information | 6 | Superintendent Vermillion submitted recommended changes to Board Policy DID, Property Records and Inventory, to modify the District's Capitalization level from \$300 to \$1,000. With this modification, the district would be better able to properly maintain accurate and timely inventory records. Accounting and insurance professionals agree that a \$1,000 level is appropriate for an organization of this size. This recommendation has been discussed with our district auditors and they concur. This is the first reading, and action will occur at the October Board meeting. |
| 7. Business Affairs | 7A | Human Resource Manager Alan Livingston reported on the 1999-2000 employee insurance benefits negotiated by the ESD Benefits Committee and Del Johnson of Johnson/Willis Benefits Planning. The medical plan will increase 12% effective 10/1/99; the dental plan will increase 8% effective 10/1/99; no increase in life insurance; and the long-term disability will increase 9% effective 7/1/99. |
| | 7B | Fiscal Services Director Kent Stephens reported he has met with Jones and Roth to discuss the audit process for the fiscal year ending June 30, 1999. The field work was done in July with audit teams returning in August to collect additional data. Jones and Roth reports that the audit should be completed in November, 1999. |
| 8. Action Items | 8A | There were no action items on the agenda. |

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| 9. Discussion Items | 9A The Board received a summary report on district feedback of the 1998-99 Lane ESD Resolutions. Each resolution was rated by districts on need, priority, and quality. Lane ESD Directors were provided specific ratings by individual districts for follow-up purposes. Lane County Superintendents have also received this information. The Lane Education Service District Annual Report, which contains this information, will be available at the next Board meeting. |
| 9. Reports | 9A Special Education Director Carol Knobbe reported to the Board that she had been updating Lane County superintendents at their monthly meetings. She is preparing a report to show enrollment in Special Education programs over a several-year period. Carol is currently collaborating with Eugene School District in organizing autism training for classroom staff.

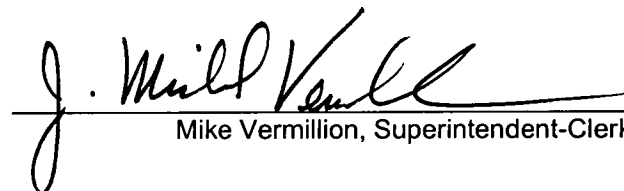
9B Bill Maier, OTIS Interim Director, reported that the OTIS Executive Board met on September 27. The Board requested to proceed with scheduling of a work session to review the status of the OTIS programs including priorities and goals, client satisfaction survey results, and student services development. The work session was scheduled prior to the next Lane ESD Board meeting, Tuesday, October 26, at 5:30 p.m. |
| 10. Future Agenda Items | 10 Future agenda items include:
A. Policy Review (BBA, BC/BCA, BCB) |
| 11. Next Meeting | 11 The regular next meeting of the Lane ESD Board of Directors will be on Tuesday, 1999, beginning at 7:00 p.m., at the ESD Center Building. |
| 12. Adjourn | 12 The meeting was adjourned at approximately 9:00 p.m. |
| 13. Executive Session | 13. The Executive Session was reconvened at 9:00 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. The Executive Session was adjourned at 9:20 p.m. |

Minutes approved:

10-26-99
(date) BJM

Attachments to official
minutes: none


Don Kimball, Chairperson


Mike Vermillion, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – August 24, 1999

- | | |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Special Meeting | <div style="display: flex; align-items: flex-start;"><div style="flex: 1; border-left: 1px solid black; padding-left: 10px;"><div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="flex: 1; border-right: 1px solid black; padding-right: 10px;">1A</div><div style="flex: 4; padding-left: 10px;"><p>Chairperson Don Kimball called the meeting to order at 5:30 p.m. on August 24, 1999, in a special meeting to interview applicants for Board Position 1, Zone 1, vacated by Joyce Mills upon her resignation effective June 30, 1999. Board members present were: Joe Berney, Sherry Duerst-Higgins, Michell Holman, Don Kimball, Jerry Miller and Jim Swanson. Others attending were Superintendent Mike Vermillion, recording secretary Barbara McBurnett, Carol Wiggins, and Frank Landrum.</p><p>Board members interviewed two applicants for the vacated position: Vern Bittner and Richard Ellingboe. According to the adopted procedure (Board Policy BBE), when there are only two candidates, the Board member will be selected by majority vote of the Board membership. Directors Berney, Duerst-Higgins, Michelle Holman, and Kimball voted for Vern Bittner. Directors Miller and Swanson voted for Richard Ellingboe.</p><p>BE IT RESOLVED that the Board of Directors of Lane ESD has canvassed the Board's votes to fill the vacant Board position #1 and declares VERN BITTNER as duly appointed to that position. (ESD Resolution #99-006)</p><p>The special meeting was adjourned at 6:30 p.m.</p></div></div></div><div style="display: flex; align-items: flex-start;"><div style="flex: 1; border-left: 1px solid black; padding-left: 10px;">2A</div><div style="flex: 4; padding-left: 10px;"><p>Chairperson Don Kimball called the regular board meeting to order at 7:00 p.m. Tuesday, August 24, 1999, in accordance with the agenda and public notice of the meeting.</p><p>Board Members present were: Joe Berney, Vern Bittner, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion, Eileen Palmer, Kent Stephens, Carol Knobbe, Alan Livingston, Carol Wiggins, and Barbara McBurnett.</p><p>Others attending were: Paul Weill, Lynda Harris, Jeff Foreman, and Rose Mary Villanueva.</p></div></div></div> |
| Written Communications | <div style="display: flex; align-items: flex-start;"><div style="flex: 1; border-left: 1px solid black; padding-left: 10px;">2B</div><div style="flex: 4; padding-left: 10px;"><p>The following written communications were included in the packet:</p><ul style="list-style-type: none">• 1999-2000 Calendar of Events</div></div> |
| 3. Statements | <div style="display: flex; align-items: flex-start;"><div style="flex: 1; border-left: 1px solid black; padding-left: 10px;"><div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="flex: 1; border-right: 1px solid black; padding-right: 10px;">3A</div><div style="flex: 4; padding-left: 10px;"><p>No statements from the public were made.</p></div></div><div style="display: flex; align-items: flex-start;"><div style="flex: 1; border-left: 1px solid black; padding-left: 10px;">3B</div><div style="flex: 4; padding-left: 10px;"><p>Chair Don Kimball expressed his interest in the ESD Board taking a more active role in marketing through Board member attendance at district Board meetings to become more aware of local district needs. Superintendent Vermillion was asked to design a system to show commitment and follow through.</p><p>Chair Kimball recommended that Director Sherry Duerst-Higgins be nominated by the ESD Board for the position of Oregon School Boards Association Secretary-Treasurer. Board members concurred with that recommendation.</p></div></div><div style="display: flex; align-items: flex-start;"><div style="flex: 1; border-left: 1px solid black; padding-left: 10px;">3C</div><div style="flex: 4; padding-left: 10px;"><p>Superintendent Vermillion commented that he would be meeting with various community representatives as well as meeting individually with local district superintendents.</p></div></div></div></div> |

4. Reports

- 4A LCOG—Director Miller reported there is no LCOG meeting in August.
 OTIS Executive Board—Director Swanson reported that the next meeting is set for September 27, 1999.
 Negotiations—Director Kimball reported on LESD/LCEA negotiations status.
 OSBA Board—Director Duerst-Higgins reported that an OSBA Board meeting is scheduled in September.
 Lane Education Foundation—C/SD Director Eileen Palmer reported on current activities of the Foundation Board.
- 4B Social Services advisor Pat Rogers requested an opportunity for a Public Safety Coordinating Council member to present information regarding Ballot Measure 20-25 (Safer Communities) to the Lane ESD Board of Directors prior to the November election. Pat will arrange for the presentation.
- Employment Training advisor Chuck Forster that Lane ESD Superintendent Mike Vermillion will served on the Lane Workforce Partnership Board of Directors. He also reported that the Summer Youth Program has served 450 low-income youths who received education and school credits.
- 4C Human Resources Manager Alan Livingston invited Board members to attend the ESD annual staff inservice day on Thursday, September 2, 1999. This year's inservice will be held at Lane Community College.
- 4D School Improvement Team Leader Paul Weill coordinates the Migrant Education Program funded by a grant from the Oregon Department of Education. Paul introduced Rose Mary Villaneuva who is a teacher in the program as well as a student recruiter. Rose Mary locates migrant families and enrolls children who qualify in the summer program. Services that children receive in addition to a summer education program include meals, accident insurance, transportation to health services, and translation. This year's program currently serves approximately 312 children in Lane County. A bilingual guide to local family services has also been created to assist families.

5.. Consent Agenda

- 5 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 13, 1999, meeting as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its July 23, 1999, meeting as submitted.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated August 19, 1999, and approves the following personnel actions as recommended:
- Appointments:
- Colleen Hunter, Life Skills Teacher, 8/31/99
 - Wendy Leyba, Lane School Teacher, 8/31/99
 - Christine Gardner, Lane School Teacher, 8/31/99
 - Martha Wiley, Autism Consultant, 9/1/99
 - Donna Libby, Autism Consultant, 9/1/99
 - Aggie Picard, Autism Consultant, 9/1/99
- Discontinuation of Employment:
- Michael Boyle, Life Skills Teacher, 7/8/99
- Change of Status:
- Lynn Lary, Information Technology Specialist, from MA to MA+45
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the July 1999 Financial Report as submitted.

DIRECTOR DUERST-HIGGINS 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 BITTNER, BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-007)**

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| 6. Consolidated Information | 6 | Letters citing excellent employee performance:
Joe Mailander, written by Mike Wolfe, Cottage Grove High School
Paul Weill, written by Phil McCullum, University of Oregon |
| 7. Business Affairs | 7A | <p>Board committee appointments for 1999-2000 were reviewed:</p> <ul style="list-style-type: none"> • Lane Council of Governments: Jerry Miller; Joe Berney, alternate • OTIS Executive Board: Jim Swanson; Vern Bittner, alternate • Negotiations Committee: Don Kimball and Sherry Duerst-Higgins • Board/Administrative, Confidential & Management Communications Committee: Michelle Holman • Committee to Review Superintendent's Salary & Contract: Don Kimball and Jim Swanson • Foundation Board: Joe Berney |
| 8. Action Items | 8A | <p>The "O.T.I.S." Executive Board has recommended that the name of the organization be changed to more accurately reflect the nature and scope of the work being done in today's technology and information processing environment. The new name, Oregon Technology and Information Services, will be accompanied by a new logo. Necessary forms to register the name have been completed. The Board's approval is necessary to complete the process.</p> <p>DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the change of name from Oregon Total Information System to Oregon Technology and Information Services. Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS BITTNER, BERNEY, DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-008)</p> |
| 9. Discussion Items | 9A | <p>The Lane ESD 1999-2000 Budget Committee membership was reviewed. For the Budget Committee to prepare the 2000-01 budget, the Board will need to appoint four constituent district Board members. The three-year terms which expired on June 30, 1999, are:</p> <ul style="list-style-type: none"> • Zones 1 & 2, Position 1 (Eugene School District) • Zone 3, Position 3, (Springfield School District) • At-Large, Position 6 (this position was not filled during 1998-99) • At-Large, Position 8 <p>The Board directed Superintendent Vermillion to contact the superintendents of Eugene and Springfield to request a Board member be appointed and that all Lane County Superintendents be notified that two appointments are needed for the at-large positions.</p> |
| | 9B | <p>There have been a great number of changes in state and federal law, and Oregon Administrative Rules (OARs) which require revision to Board Policy. The Lane ESD administration has asked Oregon School Board Association (OSBA) to review our policies and recommend revisions. They are currently auditing our Policy Handbook and expect to be completed by the end of September. Any revisions to policy will be brought before the Board for approval.</p> <p>The policy changes often necessitate changes in our administrative rules. These will also be brought to the Board as they are being revised.</p> |


10. Reports
- 10A Special Education Director Carol Knobbe reviewed a report of status of Special Education programs including:
- A recap of the ESD Life Skills classrooms, teachers and enrollment. Life Skills student enrollment is at an all time high with 19 classrooms.
 - Kim Black is the new administrator at Lane School—22 students are anticipated; a new location will be identified for the K-3 classroom; the Service Coordination Committee is continuing to meet—a monthly report will be made to Special Education Directors.
 - The Skipworth program will move to the new Juvenile Justice Center in November.
 - ODE has added funding to the Lane Regional Autism Program which will allow addition of 3 FTE for a total of 6.55 FTE Autism Specialists.
 - Lane ESD has received an ODE Technology Literacy Grant will provide computers and peripherals for Lane School, Life Skills and Skipworth programs.
- 10B A written report by OTIS Acting Director Bill Maier was submitted to Board members reviewing OTIS activities. An OTIS Executive Board meeting is scheduled for September 27, 1999. The ESD Board work session will be scheduled subsequent to that meeting, Bill Maier would attend that meeting to review various report and evaluation results.
11. Future Agenda Items
- 11 Future agenda items include:
- Review of Board Policies BBA, BC/BCA, BCB
12. Next Meeting
- 12 The regular next meeting of the Lane ESD Board of Directors will be on Tuesday, September 28, 1999, beginning at 7:00 p.m., at the Lane ESD Planetarium, Leo Harris Parkway, Eugene.
13. Adjourn
- 13 The meeting was adjourned at approximately 8:40 p.m.
14. Executive Session
- 14 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. Board members attending were: Joe Berney, Vern Bittner, Sherry Duerst-Higgins, Michell Holman, Don Kimball, Jerry Miller and Jim Swanson. Others attending were Superintendent Mike Vermillion, Eileen Palmer, Kent Stephens, Carol Knobbe and Barbara McBurnett, recording secretary.

Minutes approved:

9-28-99
(date) BJM

Attachments to official
minutes: none


Don Kimball, Chairperson


Mike Vermillion, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Friday – July 23, 1999

Call to Order

Chair pro-tem Sherry Duerst-Higgins called the telephonic board meeting to order at 11:10 a.m. Friday, July 23, 1999, in accordance with the agenda and public notice of the meeting.

Board Members participating were Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller, and Jim Swanson. Administrative staff members present were Superintendent Mike Vermillion and Barbara McBurnett.

Oath of Office

The Oath of Office was administered by Superintendent Vermillion to recently-elected Board member Joe Berney (Zone 2) who was not present at the July 13 Board meeting.

Organization of the Board

Nominations for Don Kimball and Jerry Miller were on the table from the July 13 Board meeting. Ballots were cast. There were three votes for Director Kimball (Directors Duerst-Higgins, Holman, and Kimball) and three votes for Director Miller (Directors Berney, Miller and Swanson).

Discussion followed regarding desirable characteristics of a Board chair.

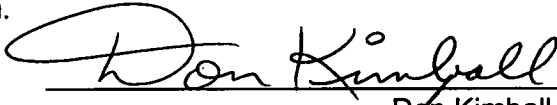
Ballots were cast a second time. There were three votes for Director Kimball (Directors Duerst-Higgins, Holman, and Kimball) and three votes for Director Miller (Directors Berney, Miller and Swanson).

Board members reviewed discussion. Director Swanson withdrew his nomination of Jerry Miller. A unanimous ballot was cast to elect Don Kimball. Don Kimball was declared elected Chair of the Lane ESD Board for 1999-2000. **(ESD Resolution #99-004)**

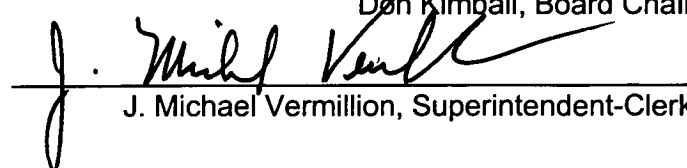
Director Miller nominated Jim Swanson as Vice-Chair. There being no other nominations, a unanimous ballot was cast to elect Jim Swanson. Jim Swanson was declared elected Vice-Chair of the Lane ESD Board for 1999-2000. **(ESD Resolution #99-005)**

Adjourn

The meeting was adjourned at 11:25 a.m.



Don Kimball, Board Chair



J. Michael Vermillion, Superintendent-Clerk

Minutes approved:
8-24-99
bjm

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – July 13, 1999

Executive Session		Chairperson Sherry Duerst-Higgins called the meeting to order in Executive Session under provisions of ORS 192.660(1)(a) to consider employment of a public officer, employee, staff member, or individual agent. Those attending were: Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller, and Jim Swanson, Superintendent Mike Vermillion and Barbara McBurnett, recording secretary, were also present.
1. Call to Order	1A	<p>Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:00 p.m. Tuesday, July 13, 1998, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller, and Jim Swanson; advisory member Patricia Rogers. Administrative staff members present were Superintendent Mike Vermillion, Alan Livingston, Eileen Palmer, Carol Knobbe, and Barbara McBurnett. Others attending were Laura Krenk, Carol Wiggins, Randy Trummer, Tom Ridgway, and Erick Keating.</p>
Agenda Review	1B	<p>Agenda Review:</p> <ul style="list-style-type: none">• Add under Action Items: Resignation of Director Joyce Mills.• Remove from Consent Agenda and add to Action Items: 1999-2000 Board Meeting Dates• Administer Oath of Office for newly elected Board members.
Oath of Office		The Oath of Office was administered by Vice-Chair Pro-tem Jerry Miller. to recently-elected Board members Michelle Holman (Zone 4), Sherry Duerst-Higgins (Zone 5), and Jim Swanson (At-Large).
Organization of the Board for 1999-00	1C	<p>The organizational meeting includes election of Board officers.</p> <p>Chair Pro-tem Sherry Duerst-Higgins opened the floor for nominations for Board Chair for 1999-2000.</p> <p>Director Holman nominated Don Kimball. Director Swanson nominated Jerry Miller. Director Duerst-Higgins moved that the nominations be closed and a vote be taken. Ballots were cast. There were three votes for Director Kimball (Directors Duerst-Higgins, Holman, and Kimball) and two votes for Director Miller (Directors Miller and Swanson). Since neither nominee received a majority of votes of the full Board, another vote will be taken at a future meeting date to be determined. Board consensus was to arrange a telephone conference meeting during July with the six current Board members</p>
Written Communications	1D	<p>The following written communications were included in the packet:</p> <ul style="list-style-type: none">• 1999-2000 Board Calendar of Events
2. Statements	2A	No statements from the public were made.
	2B	No statements from the Board were made.
	2C	No statements from the Superintendent or staff were made.

3. Reports

3A Committee and liaison reports from Board members

OTIS Executive Board: Director Swanson recently met with the OTIS managers to discuss their presentation to the ESD Board of Directors at this meeting.

Negotiations: Director Kimball reported that the next negotiations session will be August 16.

3B Advisory Board member reports.

Social Services Advisory Member Pat Rogers distributed information from the Lane County Public Safety Coordinating Council which reviewed the PSCC Safer Communities Proposal recommendations for a November ballot levy. Financial implications of the three-year program were also included.

4. Consent Agenda

4 Director Swanson requested that Item 4-C be removed from the consent agenda for further discussion.

DIRECTOR KIMBALL 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, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 99-001)**

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 22, 1999, meeting as submitted.

B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated July 7, 1999, and approves the following personnel actions as recommended:

Appointments:

Karen Post, Teacher-Lane School, 8/30/99

Bradley Passenger, Autism Consultant, 9/1/99

Martin Sands, Autism Consultant, 9/1/99

Todd Brennehan, Teacher-Lane School, 9/1/99

Thomas Lonergan, Teacher-Lane School, 8/31/99

Melissa Nowtazke, Teacher-Lane School, 9/1/99

John Wilt, Teacher/Consultant, 9/1/99

Joshua Barbour, Teacher-Lane School, 9/1/99

C. Board meeting calendar removed from consent agenda.

D. The Board of Directors of Lane ESD approved the 1999-2000 Routine Fiscal Designations as follows:

BE IT RESOLVED that the board of Directors hereby designates J. Michael Vermillion as Clerk of the District and Custodian Funds for the Fiscal Year 1999-2000 in accordance with ORS 334.225.

BE IT RESOLVED that the Board of Directors of Lane ESD appoints J. Michael Vermillion as Budget Officer for the District for Fiscal Year 1999-2000, in accordance with ORS 294.331.

BE IT RESOLVED that the Board of Directors of Lane ESD designates J. Michael Vermillion 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 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 J. Michael Vermillion, and Fiscal Services Director, when hired, as signatory for all district financial accounts for Fiscal Year 1999-2000.

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Clerk's Bonds for J. Michael Vermillion for the face amount of \$100,000; for Accounting Supervisor Ken Hadlock in the face amount of \$100,000; and for the Fiscal Services Director, when hired, for the face amount of \$100,000.

BE IT RESOLVED that the Board of Directors of Lane ESD designates the following financial institution as official depositories for District funds during the 1999-2000 Fiscal Year: United States National Bank, 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).

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Superintendent J. Michael Vermillion 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 Pool:

- J. Michael Vermillion, Pam Bonebright, Ken Hadlock and Fiscal Services Director, when hired.

E. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the budget committee meeting calendar as follows:

- Tuesday, May 2, 2000
- Tuesday, May 9 and Tuesday, May 16 (if necessary)

F. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the following official designations:

- Legal Counsel — Joe Richards of Luvaas, Cobb, Richards & Fraser
- Auditors — Jones and Roth, P.C.
- Newspaper — Register Guard

6. Business Affairs

6A There were no business affairs on the agenda.

7. Action Items

7A Director Swanson requested Item 4-C removed from the Consent Group for discussion. He requested that the January Board meeting be changed from January 25 to January 18, 2000.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1999-2000 Board meeting calendar as follows:

- August 24, 1999
- September 28, 1999
- October 26, 1999
- December 7, 1999
- January 18, 2000
- February 22, 2000
- March 28, 2000
- April 25, 2000
- May 23, 2000
- June 27, 2000

Director Holman seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 99-002)

- 7B Director Joyce Mills has submitted her resignation from the Lane ESD Board of Directors effective June 30, 1999.

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the resignation of Joyce Mills effective June 30, 1999. **BE IT FURTHER RESOLVED** that the Board declares a vacancy for Zone 1, Position 1, of the Board of Directors, and directs the administration to advertise the vacancy. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, and SWANSON VOTING YES.** (ESD Resolution # 99-003)

8. Discussion Items

- 8A Board members discussed possible dates for a work session to be informed of complete district survey information and for Board goal setting. Board consensus was to have a mid-September work session so that the Board member appointed for Zone 1 could participate. The meeting should begin at 5:00 p.m.

9. Reports

- 9A Curriculum/Staff Development Director Eileen Palmer reported:
- The grant-funded summer migrant education program is currently in session with 73 elementary children. This Monday through Thursday program is held at Howard Elementary School. Eileen will share a video of the program at the August meeting.
 - Curriculum/Staff Development staff are developing a teacher/mentor program to begin this fall. The program will pair new teachers with experienced teachers who will provide role modeling, coaching, and resources. There could be as many as 30 teams. The program is mostly connecting people and resources—very few funds are involved.
- 9B Special Education Director Carol Knobbe reported that staff hiring for both licensed and classified positions needed to begin the 1999-2000 year is progressing.
- 9C OTIS Managers Tom Ridgway, Randy Trummer, and Erick Keating reported on the OTIS Management Plan developed by the five OTIS managers. Key areas to focus upon during the next year: administrative responsibilities, Y2K plan compliance, efficient allocation of human resources, and maintaining the consortium while developing the new student services software package.

10. Future Agenda Items

- 10 Future agenda items include:
- Review Board committee assignments.
 - Review budget committee membership

11. Next Meeting

- 11 The regular next meeting of the Lane ESD Board of Directors will be on Tuesday, August 24, 1999, beginning at 7:00 p.m., at the ESD Center Building.

12. Adjourn

- 12 The meeting was adjourned at 8:20 p.m.


Minutes approved:

8-24-99
(date) BJM

Attachments to official
minutes:

1. Director Mills
resignation


Don Kimball, Board Chair


J. Michael Vermillion, Superintendent-Clerk

June 29, 1999

Sherry Duerst-Higgins
Chairperson
Lane ESD Board

Dear Sherry:

After very careful consideration I have decided to resign from the Lane ESD Board. This has not been an easy decision, but is one that I am finally comfortable in making.

My professional and business responsibilities have increased to the point that something had to give.

My years on the Board have been extremely rewarding and enlightening. I will continue to be an ESD cheerleader and supporter in the community.

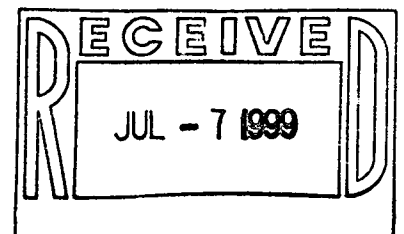
With our "super" new Superintendent, great staff (both "old" and new) and the dedicated and committed Board members, Lane ESD is in very good hands.

I will miss you all, I count it a privilege to have been your colleague and friend, and that relationship will continue.

My very best wishes,


Joyce Mills

cc. Lane ESD Board
Superintendent & Executive Assistant



LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – June 22, 1999

- | | | |
|------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Executive Session | 1A | Chairperson Sherry Duerst-Higgins called the meeting to order at 5:30 p.m. 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, and to consider employment of a public officer, employee, staff member, or individual agent under the provisions of ORS 192.660 (1)(a). Those attending were: Sherry Duerst-Higgins, Joe Berney, Michelle Holman, Don Kimball, Jerry Miller, Joyce Mills, and Jim Swanson. Others in attendance were Superintendent Gene Carlson, Alan Livingston, Ken Hadlock, and Barbara McBurnett, recording secretary. |
| 2. Call to Order | 2A | <p>Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:30 p.m. Tuesday, June 22, 1999, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were Sherry Duerst-Higgins, Joe Berney (Director Berney left the meeting at 7:40 p.m.), Michelle Holman, Don Kimball, Jerry Miller, Joyce Mills, and Jim Swanson; advisory members Chuck Forster and Pat Rogers. Administrative staff members present were Superintendent Gene Carlson, Marv Wilkerson, Eileen Palmer, Alan Livingston, Mel Boyer, Ken Hadlock, Carol Wiggins, and Barbara McBurnett.</p> <p>Others attending were: Laura Krenk, Lynda Harris, Joe Mailander, Frank Landrum, Erick Keating, Kathryn Henderson, Kathy White, and Mary Jean Knoll.</p> |
| Agenda Review | 2B | Superintendent Carlson requested that agenda item 9B, Appointment of Social Services Advisor, be moved to 4C; and item 11A, Prevention Team Report, be moved to item 5D. |
| Written Communications | 2C | <p>The following written communications were included in the packet:</p> <ul style="list-style-type: none">• OSBA Summer Conference Flyer — Director Mills requested Board approval to attend the Conference (added to Action Items).• Board Calendar of Events |
| 3. Budget Hearing | 3 | <p>Chair Duerst-Higgins opened the hearing on the 1999-2000 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.</p> <p>Superintendent Carlson read a written statement (official attachment) correcting the advertised total tax levy. The two changes were:</p> <ul style="list-style-type: none">• Line 15, Total Tax Levy, should have been \$3,211,622 (not \$3,220,622)• Form ED-2, Line 1--Total Instruction, should be shown on Line 2, Total Support Services. <p>The Chairperson invited comments on the budget. There were none. Chair Duerst-Higgins declared the Budget Hearing closed.</p> |

4. Statements

- 4A No statements from the public were made.
- 4B No statements from the Board were made.
- 4C Statements from the Superintendent or staff:
- Superintendent Carlson introduced Patricia Rogers, Director of the Lane County Department of Children and Families and Executive Director for the Commission on Children and Families, recommended appointee for the Social Services Advisory position to the Lane ESD Board of Directors. The Superintendent also recommended that action on the appointment occur at this time in the meeting, so that Ms. Rogers may be seated with the Board of Directors.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD appoints Patricia Rogers to the Social Services Advisory Position to the Board of Directors for a two-year term effective immediately and ending June 30, 2001. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, MILLS, and SWANSON VOTING YES. (ESD Resolution # 98-036)**

5. Reports

- 5A Committee and liaison reports from Board members:
- LCOG—Director Miller reported that Cascade West Economic Development District recently met to approve the economic development plan for the coming year; Director Miller was re-elected President of the Southern Willamette Service Corporation (LCOG Foundation) which may receive a grant to plan for community emergency notification; LCOG will have a regular meeting Thursday night.
 - Negotiations—Director Kimball reported that negotiations sessions, led by Steve Lewis of OSBA, have been productive, professional and are progressing. The next session is scheduled for August 16.
 - OSBA Board—Director Duerst-Higgins reported that Chris Dudley of OSBA recently led a very effective annual planning meeting.
- 5B Social Services Advisor Patricia Rogers distributed written information on social service events and programs including 1998 County Profile by the Lane County Prevention Coalition, Juvenile Justice Bulletin, juvenile firesetter article, information on various meetings and conferences. Ms. Rogers also stated that she is a member of the Public Safety Coordinating Committee which is considering seeking a funding source through a levy on the November ballot.
- Employment Training Advisor, Chuck Forster, reported that many local businesses and agencies have been participating in a strategic planning process to determine critical work force issues. This information is being processed and a summary should be ready by the July Board meeting. Chuck also distributed an informational flyer on Lane Workforce Partnership.
- 5C Board members who attended the OAESD Conference at Eagle Crest, June 4-6, reported that it was interesting to hear of marketing efforts of other Oregon ESD's.
- 5D Lane ESD Prevention Team members Kathryn Henderson, Kathy White, and Mary Jean Knoll presented a report on the prevention activities available to Lane County School Districts through Lane ESD. Various grants support these prevention activities as well as coordination with local service agencies. Services could include needs assessments, school-based behavior support, social skills teaching, mental health services, academic support, providing adult mentors, and parent training.

6. Consent Agenda
- 6 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 May 25, 1999, meeting as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated June 17, 1999, and approves the following personnel actions as recommended:
Resignations: Verna Laughlin, Teacher/Consultant, 6/18/99
Christopher Hull, Lane School Teacher, 6/18/99
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the May 1999 Financial Report as submitted.
- DIRECTOR MILLER MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Holman seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, MILLS, and SWANSON VOTING YES. (ESD Resolution # 98-035)**
7. Consolidated Information
- 7 Consolidated Information included:
- 1999-2000 Oregon Department of Education calendar
 - Vacation Carryover Report
8. Business Affairs
- 8A **DIRECTOR KIMBALL MOVED TO APPROVE THE FOLLOWING THREE BUDGET RESOLUTIONS:**
- BE IT RESOLVED** that the Board of Directors of Lane ESD hereby adopts the budget for 1999-2000 in the sum of \$34,711,946 now on file at the Office of the Superintendent. (ESD Resolution 98-037)
- BE IT RESOLVED** that the amount for the fiscal year beginning July 1, 1999 and for the purposes shown below are hereby appropriated as shown on the attached appropriations memo (official attachment). (ESD Resolution 98-038)
- BE IT RESOLVED** that the Board of Directors of Lane ESD 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 1999-2000 upon the assessed value of all taxable property within the district. (ESD Resolution 98-039)
- | | Education | Excluded From Limitation |
|--------------|-----------------|--------------------------|
| General Fund | \$.2234/\$1,000 | \$0 |
- Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, MILLS, and SWANSON VOTING YES. (ESD Resolution # 98-040)**
9. Action Items
- 9A Board consensus was to set the organizational meeting for the 1999-2000 year for July 13, 1999.
- BE IT RESOLVED** that the Board of Directors of Lane ESD approves Tuesday, July 13, 1999, as the first regular Board meeting for the 1999-2000 year.

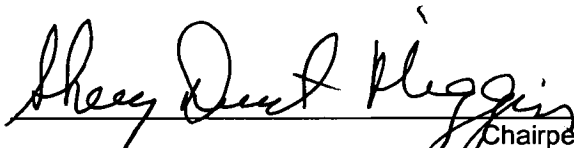
- 9B Earlier in the Board meeting, Superintendent Carlson introduced Patricia Rogers and recommended that she be appointed to the Social Services advisory position. Ms. Rogers is the Director of the Lane County Department of Children and Families and Executive Director. (ESD Resolution 98-036)
- 9C Director Mills requested approval to attend the OSBA Summer Board Conference in July.
- DIRECTOR SWANSON MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approves attendance of Joyce Mills at the OSBA Summer Board Conference July 17-18, 1999 at the Greenwood Inn in Beaverton. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, MILLS, and SWANSON VOTING YES. (ESD Resolution # 98-041)**
10. Discussion Items
- 10A The following dates are proposed for the regular Board meeting dates for the Lane ESD Board of Directors for the 1999-2000 year. All are the 4th Tuesday, except for the combined November-December meeting. Action on these meeting dates will occur at the July Board meeting.
- August 24, 1999
 - September 28, 1999
 - October 26, 1999
 - December 7, 1999
 - January 25, 2000
 - February 22, 2000
 - March 28, 2000 (*this is the week after spring break*)
 - April 25, 2000
 - May 23, 2000
 - June 27, 2000
11. Reports
- 11A The Curriculum/Staff Development Prevention Team Report occurred under item 5D earlier in the Board meeting.
12. Future Agenda Items
- 12 Future agenda items include:
- Approve Routine Fiscal Designations
 - Organization of the Board for 1999-2000
 - Approve 1999-2000 Board Meeting Dates
 - Set Date for August Work Session
 - Survey Summary Data
13. Next Meeting
- 13 The next meeting of the Lane ESD Board of Directors will be on Tuesday, July 13, 1999, beginning at 7:00 p.m., at the ESD Center Building.
14. Adjourn
- 14 The meeting was adjourned at approximately 8:30 p.m.

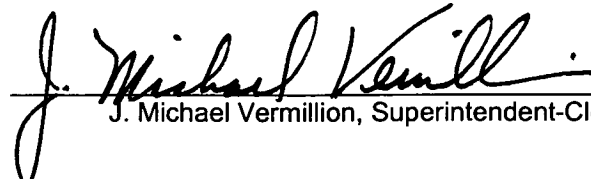
Minutes approved:

7-13-99 BJM
(date) BJM

Attachments to official minutes:

1. 1999-2000 Appropriations
2. Correction to Advertised Total Tax Levy


Chairperson


J. Michael Vermillion, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – May 25, 1999

- | | | |
|------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Executive Session | 1A | Chairperson Sherry Duerst-Higgins called the meeting to order at 5:45 p.m. 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, Michelle Holman, Don Kimball, Jerry Miller, and Jim Swanson. Others in attendance were Superintendent Gene Carlson, Eileen Palmer, Marv Wilkerson, Ken Hadlock, David Dowrie and Barbara McBurnett, recording secretary. |
| 2. Call to Order | 2A | Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:15 p.m. Tuesday, May 25, 1999, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Joe Berney, Michelle Holman (Director Holman left the meeting at 7:30 p.m.), Don Kimball, Jerry Miller, and Jim Swanson. Advisory Board members Susie Dey and Chuck Forster were also present. Administrative staff members present were Superintendent Gene Carlson, Eileen Palmer, Marv Wilkerson, David Dowrie, Alan Livingston, Ken Hadlock, Carol Wiggins, Mel Boyer, and Barbara McBurnett.

Others attending were: Tom Ridgway, Paul Weill, Cameron Yee, and Lynda Harris. |
| Written Communications | 2B | The following written communications were included in the packet: <ul style="list-style-type: none">• OSBA Summer Conference Information• Calendar of Events |
| 3. Statements | 3A | No statements from the public were made. |
| | 3B | Board statements: Director Swanson complimented Superintendent Carlson on his successful communication with the Board during the year. |
| | 3C | Superintendent and staff statements: <ul style="list-style-type: none">• Superintendent Carlson presented Certificates of Election to Board members elected in March — Jim Swanson, Joe Berney, Michelle Holman, and Sherry Duerst-Higgins.• School Improvement Specialist Paul Weill presented a report and video on the 10th annual Student Achievement Convention (video by ESD staff member Cameron Yee). There were 300 student project entries representing 520 students, 180 judges, technology expo, video festival, student activities, and student field trip opportunities. |
| 4. Reports | 4A | Committee and liaison reports from Board Members: <ul style="list-style-type: none">• LCOG: Director Miller reported that LCOG will meet on May 27.• Negotiations: Director Duerst-Higgins reported that both teams will be presenting their proposals at the next session on Thursday.• Board/Administrative, Confidential & Management Communications Committee: Director Swanson commented that the committee has not met this year and asked Superintendent Carlson for an update on activities.• Lane Education Foundation: Director Berney reported that the LEF Board will be defining its mission and goals over the next few months. The LEF purpose is to facilitate obtaining resources for ESD projects and smaller districts.• OSBA Board: Director Duerst-Higgins reported that the OSBA Board next last weekend are focusing on obtaining additional funding for education. |

- 4B Reports from Board Advisors:
- Susie Dey reported she recently visited Washington DC to participate in a panel on Lane County's experience with the "system of care". Susie extended an invitation to Board members to participate in the local system of care program—an education representative is needed. Susie acknowledged WISTEC for contributing 300 tickets for abused kids and their families.
 - Chuck Forster distributed "One Stop Career Network" flyers. This resource system is a partnering of several Lane County employment and support agencies providing universal access to employers and job seekers and is located at the employment office. The website address is www.onestop-lane.org.

- 4C Business Manager Mel Boyer reported on the Lane ESD cooperative purchasing program. The program purpose is to provide an opportunity for school districts and public agencies to join in ordering supplies for the next school year. Ordering in large quantities saves money—Lane ESD orders, receives, sorts, and ships supplies. Jackson ESD, the largest coop purchasing customer, is pulling out of the program. There will be no significant changes in the program next year; however, alternatives to the program will be considered for the future.

5. Consent Agenda

- 5 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 27, 1999, meeting as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its May 4, 1999, Budget Committee meeting as submitted.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated May 19, 1999, and approves the following personnel actions as recommended:
- Ken Sprague, Lane School Teacher, Resignation, 6/18/99
 - Nancy George, Lane School Teach, Resignation, 6/18/99
 - Mel Boyer, transfer from Business Manager to OTIS Manager, 6/30/99
 - Mel Boyer, OTIS Manager, Retirement, 12/31/99
 - Carol Knobbe, Special Education Director, 7/1/99
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the April 1999 Financial Report as submitted.
- E. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the 1999-2000 special education school calendar as submitted.

DIRECTOR SWANSON 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, BERNEY, KIMBALL, MILLER, and SWANSON VOTING YES.**
(ESD Resolution # 98-033)

6. Consolidated Information

- 6 Consolidated information included an update on grants applied for and received by the Curriculum and Staff Development Service Area.

7. Business Affairs

- 7A The tabulation of cooperative purchasing bids was reviewed. The process for developing the recommendations is the same as used in past years. Committees representing the participants who ultimately use these products have met and reviewed the bids and samples received. The recommended product and vendor, in most cases, the lowest bid for an item that meets our specifications, taking into account item group bids or minimum dollar orders. It was recommended the Board award purchase orders as indicated.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves cooperative purchasing bids as recommended by the selection committees. A copy of the bid summary will be attached to the official copy of the minutes of this meeting. Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, BERNEY, KIMBALL, MILLER, and SWANSON VOTING YES. (ESD Resolution # 98-034)

8. Action Items

- 8 There were no action items on the agenda.

9. Discussion Items

- 9A The two-year term of current Social Services Adviser Susie Dey expires on June 30, 1999. Ms. Dey has recommended Patricia Rogers, Director of the Lane County Department of Children and Families and Executive Director for the Commission on Children and Families. At the next meeting, the Board of Directors will need to take action on this appointment. The Board thanked Ms. Dey for her service to the Lane ESD Board. Director Berney requested that the process for appointing advisory board members be clarified.
- 9B The Goals/Resolution/Budget Activity Timeline was reviewed. The 18-month timeline has been updated to reflect activities into the next fiscal year. The ESD must anticipate and set goals 12 to 18 months in the future. These goals are based on Standardization Report directives and feedback obtained from districts through the focus group and survey processes.
- 9C Superintendent Carlson recommended an early July Board meeting to allow additional time between summer Board meetings. The Board consensus was that Tuesday, July 13, would work well since Superintendent Mike Vermillion could be in attendance.

10. Reports

- 10A The focus group and service survey reports were discussed. Annie Heck, the consultant who facilitated the focus groups, was unable to attend the Board meeting. Carol Wiggins reviewed the information. Focus groups involved only districts—no ESD staff participated. There was an effort to achieve a balance of small, medium, and large district participation focusing on the four resolutions. Some focus groups had as few as three participants. The Board expressed concern that low participation in a particular focus group does not represent a true reflection of countywide opinion. When asked by Superintendent Carlson, Ms. Wiggins stated that all reports, including the Oregon Department of Education report, would be completed by the end of June. The Board requested an August work session be scheduled to review all focus group and survey results.
- 10B Special Education Director Marv Wilkerson updated the Board on end-of-the year activities in special education. The process for decision making should be more inclusive of district staffs working directly with students and is being reviewed. Eight students will be "aging out" of Lane School as the schools shifts to grades 4 through 8. Districts are encouraged to consider placement of students there who would benefit from the environment.


- 10C OTIS Director David Dowrie updated the Board of OTIS activities. The detailed design of the new student system was completed on April 30, 1999. Estimates for staff time needed to implement the student system have been revised and are expected to be in excess of 16,000 hours for both program and conversion development. This means the student project will not be completed by the March 2000 date as previously committed. A revised schedule will be presented to the ESD Board and then to the OTIS Executive Board.
- 10D Curriculum/Staff Development Director Eileen Palmer updated the Board on grant activities by school improvement staff. The first planning meeting with the 10 Lane County Districts involved with the 21st Century Community Rural Learning Centers was held recently. The grant is for \$3,889,357 for three years. Four other grants have been applied for, which could be linked to provide additional services.
11. Future Agenda Items
- 11 Future agenda items include:
- A. Budget Hearing
 - B. Adopt Budget, Appropriate Funds, Levy Taxes
 - C. Vacation Carryover Report
 - D. Board Member Reports on OAESD Conference
 - E. Set July Board Meeting Date
 - F. Review 1999-2000 Board Meeting Calendar
12. Next Meeting
- 12 The next meeting of the Lane ESD Board of Directors will be on Tuesday, June 22, 1999, beginning with an Executive Session to consider labor negotiations at 5:30 p.m., with the regular meeting beginning at 7:00 p.m., at the ESD Center Building.
13. Adjourn
- 13 The meeting was adjourned at approximately 9:00 p.m.


Minutes approved:

6-22-99
(date) BJM

Attachments to official minutes:

1. Cooperative Purchasing Bid Summary


Sherry Duerst-Higgins, Chairperson


Gene Carlson, Superintendent-Clerk

BOARD MEMO

Date: May 20, 1999
To: Board Members
From: Gene Carlson
Subject: Cooperative Purchasing Bid Award Recap

Attached is the tabulation of bids recommended to be awarded. The process for developing these recommendations is the same as used in the past. Committees representing the participants who ultimately use these products have met and reviewed the bids and samples received. The recommended product and vendor is, in most cases, the lowest bid for an item that meets our specifications, taking into account item group bids or minimum dollar orders.

The Board is requested to award purchase orders as indicated.

BE IT RESOLVED that the Board of Directors of Lane ESD approves cooperative purchasing bids as recommended by the selection committees. A copy of the bid summary will be attached to the official copy of the minutes of this meeting.

7-A

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**COOPERATIVE PURCHASING
BID AWARD RECAP
1999-2000**

<u>SECTION #10</u>	- AUDIO VISUAL SUPPLIES	\$ 10,684.35
<u>SECTION #20</u>	- LIBRARY SUPPLIES	6,740.50
<u>SECTION #25</u>	- DATA PROCESSING SUPPLIES	50,162.64
<u>SECTION #30</u>	- OFFICE/INSTRUCTIONAL SUPPLIES	173,076.67
<u>SECTION #35</u>	- FILING CABINETS/FURNITURE	4,834.84
<u>SECTION #40</u>	- CUT PAPER	117,457.06
<u>SECTION #50</u>	- ART SUPPLIES	94,786.78
<u>SECTION #60</u>	- CUSTODIAL SUPPLIES	62,117.93
<u>SECTION #70</u>	- FIRST AID SUPPLIES	21,750.96
<u>SECTION #78</u>	- AUDIO VISUAL EQUIPMENT	10,551.33
<u>SECTION #80</u>	- PLAYGROUND/ATHLETIC SUPPLIES	<u>24,894.18</u>
<u>TOTAL</u>		\$ 577,057.24

bidreltr

**COOPERATIVE PURCHASING BID AWARD SUMMARY
OF 1999-2000 SUPPLIES**

AUDIO VISUAL SUPPLIES #10:

Tersch Products	\$ 2,914.03
Taylor Electric	2,942.98
Prairie Carbon & Ribbon	<u>4,827.34</u>

TOTAL **\$ 10,684.35**

LIBRARY SUPPLIES #20:

Brodart, Inc.	\$ 1,095.52
Demco, Inc.	3,427.44
Gaylord Bros.	167.60
Vernon Library Supplies	<u>2,049.94</u>

TOTAL **\$ 6,740.50**

DATA PROCESSING SUPPLIES AND FORMS #25:

Boise Cascade Office Products	\$ 27.00
American Eagle	1,519.42
West Coast Paper Company	448.14
Willamette Industries	5,838.39
Skyline Business Forms	3,054.64
Snyder-Crecelius	697.17
Ikon Office Solutions	3,924.20
Xpedx	412.00
Savin Corporation	11,637.73
Force 4	<u>22,603.95</u>

TOTAL **\$ 50,162.64**

INSTRUCTIONAL/OFFICE SUPPLIES #30:

Mail-Well Envelope	\$ 4,428.14
Snyder-Crecelius	41,617.17
Boise Cascade Office Products	10,922.11
Ikon Office Solutions	3,224.00
Elan Publishing Company	1,053.95
Elgin School Supply	5,504.50
Hammond & Stephens	127.02
Myron Manufacturing Company	629.65
Prairie Carbon & Ribbon	203.00
Standard Stationery Supply	30,224.54
West Coast Paper	4,489.21
Educational Marketing	1,043.70
Pyramid School Products	19,639.34
Rose City Flags	567.64
U.S. Office Products	6,829.96
Everett Pad & Paper	442.84
School Specialty	26,622.15
Tersch Products	<u>15,507.75</u>

TOTAL **\$173,076.67**

FILING CABINETS/FURNITURE #35:

Boise Cascade Office Products	\$ 2,711.30
J. L. Hammett Company	984.50
Virco Manufacturing	<u>1,139.04</u>

TOTAL **\$ 4,834.84**

CUT PAPER #40:

West Coast Paper Company	\$ 33,457.10
Xpedx	<u>83,999.96</u>

TOTAL **\$ 117,457.06**

ART SUPPLIES #50:

Snyder-Crecelius	\$ 39,915.74
Boise Cascade Office Products	2,355.30
Dick Blick Company	414.18
Elgin School Supply	3,832.58
Everett Pad & Paper	2,281.26
Oregon Clay	1,791.00
Standard Stationery Supply	2,892.96
Pyramid School Products	19,906.47
Sax Arts & Crafts	2,473.93
Southern Oregon Pottery	2,116.53
Tersch Products	1,084.16
U. S. Office Products	<u>15,722.67</u>

TOTAL	\$ 94,786.78
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CUSTODIAL SUPPLIES #60:

Boise Cascade Office Products	\$ 226.66
Joseph Gartland	913.00
McDonald Wholesale	5,673.82
MCK Tool	2,567.93
Moore Medical	188.16
Mt. Hood Chemical	528.50
Unisource Maintenance	2,480.04
Sanderson Safety	312.09
Taylor Electric	2,052.80
Unisource Worldwide	26,261.50
American Linen	3,399.12
Pyramid School Products	1,586.41
Food Services of America	488.03
Global Health	975.00
Spintex	91.00
Sysco Food Services	437.27
North Coast Electric	1,345.50
Walter E. Nelson Company	4,796.99
Concannon Paper	<u>7,794.11</u>

TOTAL **\$62,117.93**

FIRST AID SUPPLIES #70:

Micro Bio-Medics	\$ 9,660.06
Moore Medical	2,480.62
National Health	1,107.37
Sanderson Safety	201.59
Pyramid School Products	360.89
United Health	1,368.32
Summit Sports Medicine	2,621.78
Normed	154.94
Promedix	120.64
Safe-T-Tek	490.82
Global Health	<u>3,183.93</u>

TOTAL **\$ 21,750.96**

AUDIO VISUAL EQUIPMENT #78:

Abolins	\$ 1,131.10
General Binding	3,714.92
Intellisys Group	1,499.64
Troxell Communications	325.59
Video Service of America	686.86
USI, Inc.	42.84
School Specialty	296.64
Aves Audio Visual Systems	780.46
WJM Plastics	391.48
Professional Video and Tape	120.00
A&V Tape Handlers	<u>1,561.80</u>

TOTAL **\$ 10,551.33**

PLAYGROUND/ATHLETIC SUPPLIES #80:

Athletic Supply	\$ 1,010.60
BSN Corporation	4,599.97
McKenzie Outfitters	4,252.14
Pyramid School Products	5,889.01
Nasco Supply	1,643.72
Baden Sports	<u>7,498.74</u>

TOTAL **\$ 24,894.18**

GRAND TOTAL ALL SECTIONS **\$577,057.24**

bidrecap

May 17, 1999

COOP PURCHASING BID SELECTION EXPLANATION

The following is a list of items where low bid meeting our specifications and/or brand shown on the bid forms was not selected. In almost every case the reason is because of a manufacturer's minimum that must be met or because of all-or-none (unit) bids by vendors. In regard to the all-or-none bids, we have added up the low bid dollars for a group of like items and also the amount for the all-or-none bid and selected the lowest dollar amount for the group.

ITEM	LOW	SELECTED	REASON
Batteries	\$ 224.88	\$ 245.00	(2)
Transparency Film	732.69	812.70	(2)
Computer Disks	3,380.07	3,398.73	(5)
Brief Covers	300.70	308.14	(1)
Tape Dispensers	821.40	836.02	(1)
Spiral Notebooks	332.91	344.25	(1)
Ballpoint Pens 4 in 1	71.94	73.26	(1)
Ballpoint Pens, Auditors	212.40	216.00	(1)
Highlighters	1,005.66	1,018.98	(6)
Tape	1,430.86	1,468.16	(1)
Pencil, Automatic	70.80	75.96	(1)
3M Scrubbing Pads	298.95	308.25	(1)
Bandages, Ace	310.91	346.57	(5)
Band-aids, Fabric	369.24	383.72	(5)
White Copy Paper	<u>57,970.00</u>	<u>58,583.80</u>	(4)
TOTAL	\$ 67,533.41	\$ 68,419.54	

Reason Code:

- (1) Couldn't meet vendors \$\$ minimum
- (2) All-or-none bid on groups of items
- (3) Teachers, secretaries, custodians at the selection meeting wanted the style, brand that we sampled because of problems on brands purchased in the past.
- (4) Quality of products
- (5) Shipping problems with vendor
- (6) Not available any longer

bidexp

BOARD MEMO

Date: May 20, 1999
To: Board Members
From: Gene Carlson
Subject: Social Services Advisory Board Position

The current Social Services Advisory Board is Susie Dey, Branch Manager for the State Office of Services to Children and Families. Her two-year term expires June 30, 1999. I know you all will agree that Susie has done a wonderful job in advising the Lane ESD Board in current social service issues.

I have had the opportunity to discuss possibilities for the next two-year term with Susie. She highly recommends Patricia Rogers, Director of the Lane County Department of Children and Families and is also the Executive Director for the Commission on Children and Families.

I agree with this recommendation. The ESD Board will need to act on this appointment at the June Board meeting.

9-A

BOARD MEMO

Date: May 20, 1999
To: Board Members
From: Gene Carlson
Subject: Goals/Resolution/Budget Activity Timeline

The ESD Services Planning Cycle Activities/Timelines is enclosed. This instrument has been presented to you earlier in the year; however, it has been updated to reflect activities into the next fiscal year. This document will eventually include sub-groupings that will designate departmental/individual responsibilities for each process in the timeline.

9-B

33

ESD Services Planning Cycle Activities/Timelines (Jan 99 - Jun 00)

	Setting Service Goals	Resolution Adoption Process	Budget Adoption Process
January 99	Semi-annual review of 98-99 service goals	Component districts adopt resolutions	Initial budget committee meetings
February 99	Present draft 99-00 service goals to budget committee	Component districts adopt resolutions	Budgets back from buildings
March 99		Resolutions adopted by ESD Board	Budget developed and ready for printer; update on revenue estimates
April 99		Prepare survey instruments and hold focus group meetings comprised of building level administrators	Budget completed and sent out to budget committee and community
May 99	Complete 99-00 service goals for budget	ESD surveys districts about present year; hold focus group meetings comprised of building level administrators	Initial budget hearing budget approved by budget committee; begin preparation of budget committee for the next budget cycle
June 99	Approval of 99-00 service goals	Component districts complete needs resolution surveys; reviews with superintendents how just-completed year went	Districts complete year's activities; adopt new budget
July 99	Annual review of 98-99 service goals	ESD processes initial resolution needs feedback information	Begin new budget year; continue preparing data for next budget cycle
August 99	Draft 00-01 service goals based on user feedback.	ESD requests additional feedback on resolution needs	Prepare for school year
September 99	Review 00-01 service goals with constituents	ESD prepares potential resolutions	Start of school; initial student count data for school fund reimbursement
October 99		Superintendent and ESD refine resolutions	Initial revenue estimates
November 99	Submit "approved" 00-01 service goals to Superintendent to use in draft resolutions	Superintendent and ESD refine resolutions	
December 99	ESD Board presents 00-01 service goals	ESD Board presents resolutions	Update on district revenue estimates; prepare draft ESD budgets; initial budget committee meetings
January 00	Semi-annual review of 99-00 service goals	Component districts adopt resolutions	Initial budget committee meetings
February 00	Present draft 00-01 service goals to budget committee	Component districts adopt resolutions	Budgets back from buildings
March 00		Resolutions adopted by ESD Board	Budget developed and ready for printer; update on revenue estimates
April 00		Prepare survey instruments and hold focus group meetings comprised of building level administrators	Budget completed and sent out to budget committee and community
May 00	Complete 00-01 service goals for budget	ESD surveys districts about present year; hold focus group meetings comprised of building level administrators	Initial budget hearing budget approved by budget committee; begin preparation of budget committee for the next budget cycle
June 00	Approval of 00-01 service goals	Component districts complete needs resolution surveys; reviews with superintendents how just-completed year went	Districts complete year's activities; adopt new budget

5/20/99

BOARD MEMO

Date: May 20, 1999
To: Board Members
From: Gene Carlson
Subject: July Board Meeting

At the June Board meeting, you will need to approve the July Board meeting date. Last month, I suggested meeting early in the month of July to allow additional time between the July and August Board meetings for staff and Board member vacations.

Mike Vermillion will not be available for a July 6 meeting. He would be available for a July 13 meeting. If you decide you prefer the July 6 date, I would be available to attend.

9-C

35

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – April 27, 1999

- | | |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Call to Order | <p>1A Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:00 p.m. Tuesday, April 27, 1999, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, and Jim Swanson; advisory members Susie Dey and Chuck Forster. Administrative staff members present were Superintendent Gene Carlson, Marv Wilkerson, David Dowrie, Eileen Palmer, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Mike Vermillion, Mel Boyer, Alan Livingston, Jeff Foreman, Frank Landrum, Ken Hadlock, Carol Wiggins, Laura Krenk, Lynda Harris, Sue Motsinger, Froydis Tyburczy, Mary Jean Knoll, Donna Telep-Manclark, and Don Brown. Media representative Frank Nearing was also in attendance.</p> |
| Agenda Review | <p>1B Chair Duerst-Higgins suggested the motion to hire Mike Vermillion as Lane ESD superintendent to the next agenda item.</p> <p>DIRECTOR MILLS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD appoints John Michael Vermillion as Superintendent of Lane Education Service District according to provisions of the employment contract between the Board and Mr. Vermillion signed on the 27th day of April 1999. Director Miller seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS AND SWANSON VOTING YES (ESD Resolution # 98-028)</p> <p>Superintendent Carlson requested that an agenda item be added under Consent Agenda, Item "E", to authorize application for a Consolidated Subgrant (attachment).</p> |
| Written Communications | <p>1C The following written communications were included in the packet:</p> <ul style="list-style-type: none">a. OAESD Conference Informationb. Calendar of Events |
| 2. Statements | <p>2A No statements from the public were made.</p> <p>2B Statements from the Board: Director Kimball complimented ESD staff on the maintenance of the ESD grounds.</p> <p>2C Statements from the Superintendent or staff:
Curriculum/Staff Development Director Eileen Palmer informed the Board the ESD just received notice that the ESD is a recipient of a 21st Century Learning Centers Grant, a federal grant in which ten rural districts will participate and benefit from centers established in their districts for after school and summer school programs.</p> |
| 3. Reports | <p>3A Committee and liaison reports from Board members:
LCOG—Director Miller reported that LCOG passed an area plan on aging.
OTIS—Director Mills reported that the OTIS Executive Board met at Clackamas ESD on April 19. David Dowrie will report later in the Board meeting.
Negotiations Committee—Director Duerst-Higgins reported that the initial meeting will be May 5, 1:30 to 3:30 p.m.
OSBA—Director Duerst-Higgins reported that there will be a legislative committee and insurance trust meeting at the end of May.</p> |

- 3B Advisory Board Committee Reports:
Social Services Advisory Board member Susie Dey distributed a statewide map showing prevalence of family issues (attachment). Lane County has a high incidence of many of the issues. Ms. Dey also reported that Services to Children and Families will be opening a Springfield Branch.

Employment Training Advisory Board member Chuck Forster reported that the summer youth employment training is beginning to gear up for the summer employment of 400 to 450 low income kids between 14 and 18 years of ages. He commented that workforce development should become a community effort.

- 3C Mary Jean Knoll, Lane ESD Specialist for the Jasper Mountain and SAFE Center Schools reported on the program. Lane ESD is contracted to provide the educational program for children in the treatment program. Sexually abused children are the priority for the program. There are 18-24 students in the ESD education program at a time. The education support provided by Lane ESD includes student records, state and federal reporting, coordination of special education IEP meetings, recruitment of surrogate parents, contract and coordinate service providers, oversee budget, and provide staff development.

5. Consent Agenda

- 5 The following Action Items were included in the Consent Agenda approval:
- A. Approve Board minutes of March 16, 1999.
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting March 16, 1999, as submitted.
 - B. Approve Board minutes of Budget Committee meeting March 23, 1999.
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its Budget Committee meeting March 23, 1999, as submitted.
 - C. Accept Monthly Human Resources Report and approve personnel recommendation.
BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated April 22, 1999, and approves the following personnel actions as recommended.
Resignation: Sherry Clarkson-Daggett, 6/18/99
 - D. Affirm Superintendent's Canvass of Election Results
BE IT RESOLVED that the Board of Directors of Lane ESD hereby affirm the Superintendent's canvass of votes cast in the March 9, 1999, Director election and the certification of election of:
 - Joe Berney: Position #2 (Zone 2) for a four-year term commencing on July 1, 1999, and ending June 30, 2003.
 - Michelle Holman: Position #4 (Zone 4) for a four-year term commencing on July 1, 1999, and ending June 30, 2003.
 - Sherry Duerst-Higgins: Position #5 (Zone 5) for a four-year term commencing on July 1, 1999, and ending June 30, 2003.
 - Jim Swanson Position #7 (At-Large) for a four-year term commencing on July 1, 1999, and ending June 30, 2003.
 - E. Authorize Application for Consolidated Subgrant
BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to file the 1999-2000 IASA Consolidated Subgrant Application for:
 - Title IC – Migrant Education;
 - Title IIB – Eisenhower Professional Development; and
 - Title IV – Safe and Drug Free Schools and Communities

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, and SWANSON VOTING YES.**
(ESD Resolution # 98- 029)

- | | |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. Business Affairs | <p>6A Business Manager Mel Boyer presented information regarding the March Quarterly Financial Report. Director Swanson asked about overages noted in some accounts and whether Board action is needed. Superintendent Carlson commented that as long as over-expenditures do not exceed under-expenditures, Board action is not required.</p> |
| 7. Action Items | <p>7A Approval for Superintendent hiring and contract was added to the agenda at the beginning of the Board meeting under item Agenda Review, Item 1-B.</p> <p>7B Approval for Board members to attend the Oregon Association of Education Service Districts' Annual Conference on June 4, 5, and 6 at Eagle Crest Resort was requested. This year's conference theme is "Enhancing Service Through Marketing".</p> <p>DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Board members Duerst-Higgins, Berney, Holman, Kimball, Miller, and Swanson at the Oregon Association of Education Service Districts' Annual Conference on June 4, 5, and 6 in Redmond, Oregon. Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, and SWANSON VOTING YES.
(ESD Resolution # 98- 030)</p> <p>7C Superintendent Carlson recommended that the Classification Review and Salary Comparison Study completed by Minnie Richards of Leadership Services, Inc., be accepted by the Board. The Superintendent believes it is essential that the various employee groups be at the 50th percentile for salaries as recommended in the survey.</p> <p>DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepted the final recommendations of the Classification Review and Salary Comparison Study as reported by Minnie Richards of Leadership services Inc. Director Miller seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, and SWANSON VOTING YES.
(ESD Resolution # 98- 031)</p> |
| 8. Discussion Items | <p>8A Superintendent Carlson suggested to the Board when considering Board meeting dates for 1999-2000 having the July Board meeting early in the month. This scheduling would allow Board members and staff to schedule two-week summer vacations that would not be impacted by preparation for and attending Board meetings. New Superintendent Mike Vermillion will not be available the first week in July. The July meeting date will need to be approved at the June Board meeting.</p> <p>8B Superintendent Carlson reported that May 5 is the date set for beginning LCEA negotiations. Directors Duerst-Higgins and Kimball are Board members on the negotiations committee.</p> |
| 9. Reports | <p>9A Information Technology Director David Dowrie updated the Board on the latest activities for OTIS and technology including application areas and budget. Highlights include:</p> <ul style="list-style-type: none"> • Detailed design of the Student Project is on schedule to end this month, and move on the program development and conversion aspects of the project. • Development alternatives include continuing with RPG language, changing to "Oracle" development software, and participating a three-district student information system consortium. • Maintenance and support activities including adding contractor resources, focusing on Y2K readiness (scheduled for completion by July 1), and creating a "Level 1" support desk. • The OTIS Executive Board initially review 1999-2000 budget on April 19—budget has been revised and mailed to Executive Board on April 24. |

- A telephone meeting of the Executive Board is scheduled for April 29.
- An "OTIS plan" is in development with input of Executive Board.

- 9B Special Education Director Marv Wilkerson reviewed recent activities in Special Education. The Subcommittee of Superintendents and Coordinators and Directors of Special Education in Lane County continues to meet on a monthly basis (notes in Board packet). There will be nine students who are 9th grade and above leaving Lane School at the end of the 98-99 year. These slots will be filled by elementary students needing SED services. Superintendent Carlson complimented the working relationship developed between Lane School staff and component districts.
- 9C Curriculum/Staff Development Director Eileen Palmer invited Board members to the Student Achievement Convention May 12 and 13 at the Lane County Fairgrounds. Most schools in Lane County are represented at the convention. Board members are also invited to judge projects on May 11.

10. Future Agenda
Items

- 10 Future agenda items include:
- A. Cooperative Purchasing Report
 - B. Approve Cooperative Purchasing Bid Awards
 - C. Affirmative Action Report
 - D. ESD Service Survey and Focus Group Reports
 - E. Goals/Resolution/Budget Activity Timeline Review

11. Next Meeting

- 11 The next meeting of the Lane ESD Board of Directors will be on Tuesday, May 25, 1999, beginning with an Executive Session to consider labor negotiations at 5:30 p.m., with the regular meeting beginning at 7:00 p.m., at the ESD Center Building.

12. Adjourn

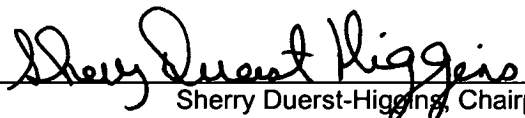
- 12 The meeting was adjourned at approximately 8:10 p.m.

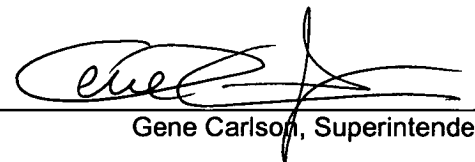
Minutes approved:

5-25-99
(date) BJM

Attachments to official
minutes:

1. Consolidated
Subgrant Information
2. Family Issues Map


Sherry Duerst-Higgins, Chairperson


Gene Carlson, Superintendent-Clerk

BOARD MEMO

Date: April 26, 1999
To: Board Members
From: Gene Carlson
Subject: Authorization to Apply for Consolidated Subgrant Application

In order to file the "Improving America's Schools Act" (IASA) Consolidated Subgrant Application which includes the Migrant Education, Eisenhower Professional Development, and Safe and Drug Free Schools and Communities grants, the Board must first authorize the filing of the application. I recommend you authorize the filing of the grant application.

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to file the 1999-2000 IASA Consolidated Subgrant Application for:

- Title IC – Migrant Education;
- Title IIB – Eisenhower Professional Development; and
- Title IV – Safe and Drug Free Schools and Communities.

RETURN ORIGINAL AND THREE COPIES TO:

Oregon Department of Education
Office of Student Services, Title I
Public Service Building
255 Capitol Street NE
Salem, OR 97310-0203

Approved by _____

Date _____

For Department of Education use only.

1999-2000 IASA CONSOLIDATED SUBGRANT APPLICATION

for

Titles IA - Basic Grant and ID - Neglected or Delinquent Children and Youth, IC - Migrant Education, IIB - Eisenhower Professional Development, IV - Safe and Drug Free Schools and Communities, and VI - Innovative Education Programs

LEA STATEMENT OF ASSURANCES

IASA
Improving
America's Schools Act

Assurances form a binding agreement between the local district, the school district, the Oregon Department of Education, and the U.S. Department of Education that assures all legal requirements are met in accordance with state and federal laws, regulations, and rules. These assurances define program activities and expenditures of funds. Compliance to general and specific program assurances is the legal responsibility of the school district under the authorization of the local board of education and the direction of the superintendent. **A copy of general and specific IASA program assurances is maintained by the ODE on www.ode.state.or.us/ or by calling the Title I office at (503)378-3606 ext. 671.** Specific assurances include the following federal programs: Title I: Part A; Title I: Part D; Title I: Part C; Title IIB; Title IV; Title XIV: Part F; and Title VI.

I HEREBY CERTIFY that I have read and accept the assurances, and that I will comply with the regulation, policies, and requirements as they relate to general and specific programs relevant to this application. I HEREBY CERTIFY that, to the best of my knowledge, the information contained in this Consolidated Subgrant Application is correct; the agency named herein has authorized me, as its representative, to file this Consolidated District Subgrant Application; and such action is recorded in the minutes of the agency's meeting held on _____, 19____. (This must be recorded between July 1, 1998 and "date signed" below.)

Applicant Address:

(School District Name, Number and Mailing Address):

_____, OR _____

Telephone: _____ Ext. _____

County: _____

Authorized Representative:

(Name of Superintendent or Designee)

Signature of Superintendent or Designee

Date Signed

LANE ESD BOARD OF DIRECTORS' EMERGENCY MEETING
Tuesday – March 23, 1999

Call to Order


Chairperson Sherry Duerst-Higgins called an emergency board meeting to order at 7:00 p.m. Tuesday, March 23, 1999, under the authority of ORS 192.640(3), due to the short timeline remaining to secure a qualified Lane ESD superintendent for the 1999-2000 year. Board Members present in addition to Ms. Duerst-Higgins, Joe Berney, Michelle Holman, Don Kimball, Jerry Miller, Joyce Mills, and Jim Swanson. Others attending were superintendent search consultant Bob Burns, Superintendent Gene Carlson, and Barbara McBurnett was present as recording secretary.

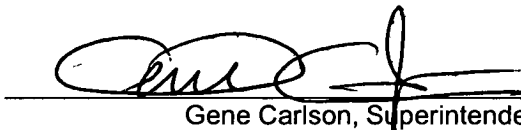
Action

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD extend the superintendent search process, seek other candidates who meet the qualifications established by the Board, conduct interviews of not more than three applicants within 10 days, and inform current candidates of these actions. Director Berney seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, BERNEY, KIMBALL, MILLER, MILLS, AND SWANSON VOTING YES.**
(ESD Resolution #98-27)

Meeting Adjourned

The meeting was adjourned at 7:15 p.m.


Sherry Duerst-Higgins, Chairperson


Gene Carlson, Superintendent-Clerk

Minutes approved:

4-27-99
bjm

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – March 16, 1999

- | | | |
|------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Executive Session | 1A | Chairperson Sherry Duerst-Higgins called the meeting to order at 5:30 p.m. in Executive Session under provisions of ORS 192.660(D) for the purpose of selecting a chief executive officer (superintendent). Those attending were: Sherry Duerst-Higgins, Joe Berney, Michelle Holman, Don Kimball, Jerry Miller, Joyce Mills, and Jim Swanson. Also present were superintendent search consultant Bob Burns, Superintendent Gene Carlson, 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, March 16, 1999, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Joe Berney, Michelle Holman, Don Kimball, Jerry Miller, Joyce Mills, Jim Swanson and Susie Dey (advisory). Administrative staff members present were Superintendent Gene Carlson, Eileen Palmer, Marv Wilkerson, Mel Boyer, Alan Livingston, and Barbara McBurnett.

Others attending were: Jeff Foreman, Carol Wiggins, Ken Hadlock, Lynda Harris, Mike Lynch, and Alan Pierce. |
| Agenda Review | 2B | There were no changes to the agenda. |
| Written Communications | 2C | The following written communications were included in the packet: <ul style="list-style-type: none">• Board Calendar of Events |
| 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. <ul style="list-style-type: none">• Superintendent Carlson reported that he and Chair Duerst-Higgins will be meeting with the superintendents and board chairs of Eugene, Springfield and Bethel School Districts to discuss possible alliances to eliminate duplication of services.• Superintendent Carlson stated that the next Budget Committee meeting will be May 4. Budget information is currently being gathered and there is some concern regarding maintaining the budget at a status quo level—this financial pressure may change the employee structure at the ESD. |
| 4. Reports | 4A | Reports:

LCOG—Director Miller reported that Lane Council of Governments has secured office space on the second floor of the Wells Fargo building on Broadway Street in downtown Eugene. LCOG is also considering relocating Senior and Disabled Services to the Washington Mutual building next to Springfield City Hall. |
| | 4B | Social Services Advisory Board member Susie Dey reported that she will be attending the Commission on Children and Families meeting tomorrow. |

- 4C Mike Lynch and Alan Pierce, Lane ESD teachers located at the Skipworth Juvenile Justice facility, reported on the education program for youth detained there. Lane ESD has provided the education program since 1984. There are two full-time teachers and a 3.5-hour per day educational assistant. A year-round program is provided with substitute teachers and Alan and Mike alternating vacation periods. The 36-bed facility is usually at capacity with youth staying an average of 18 days, although some kids are there for as long as six to twelve months. The focus of the education is on basic skills—reading, writing, and arithmetic—with most of the kids needing remediation. Older kids receive GED preparation. A 1996 tax levy provided for the building of a new 96-bed facility; however, funding sources for operation of the facility and educational services has not yet been determined.

5. Consent Agenda

- 5 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 16, 1999, meeting. **These minutes will be amended to show the location of the meeting at the Springfield School District Building, 525 Mill Street, Springfield.**
 - B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its February 23, 1999, meeting as submitted.
 - C. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its March 2, 1999, meeting as submitted.
 - D. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated March 10, 1999 (there were no licensed staff recommendations).
 - E. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the February 1999 Financial Report as submitted.

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, BERNEY, HOLMAN, KIMBALL, MILLER, MILLS, and SWANSON VOTING YES. (ESD Resolution # 98-25)**

6. Consolidated Information

- 6 Items included in consolidated information:
- Grant Award and Application Information for Curriculum and Staff Development

7. Business Affairs

- 7A Business Manager Mel Boyer reviewed the Lane ESD response (included in the Board packet) to the Jones & Roth Management Report for the 1997-98 audit.
1. Fund Accounting: Reconciliation procedures are now in place.
 2. Grant Monitoring: Procedures for ongoing review of all grant processes are now in place.
 3. Budgetary Accounting: Fund classifications are being reviewed for the 1999-2000 budget and a resolution is included on this Board agenda to amend the 1998-99 budget to conform with Oregon Local Budget Law.
 4. Payroll and Leave Accounting: Review of consistency in type of timesheets used is currently in process, and a procedure to track sick leave bank is in place.
 5. Cash Management: ESD management does not agree with the elimination of the OTIS LGIP account since this would not simplify cash management but would add complexity.
 6. Fixed Asset Tracking: This issue will be addressed when 1999-2000 budget is completed and converted to the new accounting manual.

7. Deferred Compensation Funds: The Lane ESD benefits coordinator has been contacted to ensure handling of these funds is in accordance with IRS Guidelines and Rules.
8. Year 2000: The District has moved aggressively to monitor our exposure to the Y2K problem. David Dowrie has been assigned as the project leader and has in place a checklist to assure that critical systems have been tested.
8. Action Items
- 8A The Jones & Roth management letter recommended the 1998-99 budget appropriation be amended so that accounting classifications conform to Oregon Budget Law and that the expenditures be amended to reflect appropriations under the categories of personal services, materials and services, capital outlay, debt service, transfers, and contingencies. Totals by Fund remain the same.
- DIRECTOR SWANSON MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD amends the 1998-99 Budget Appropriation to reflect expenditures as required by Oregon Local Budget Law as presented. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, BERNEY, HOLMAN, KIMBALL, MILLER, MILLS, and SWANSON VOTING YES. (ESD Resolution # 98-26)**
9. Discussion Items
- 9A The Board received the most recent draft of the "Non-Disclosure and Confidentiality Agreement" (official attachment) which would provide a formal document between Lane ESD and client school districts to maintain the confidentiality of proprietary information. This document has been developed with legal assistance to accommodate districts in using OTIS proprietary information for evaluation purposes. This document will assist Lane ESD in meeting the needs of Springfield School District in developing relational database options.
10. Reports
- 10A Special Education Director Marv Wilkerson updated the Board on SED activities. Lane School is continuing preparation to change next year from an adolescent program for seriously emotionally disturbed (SED) students to one that serves younger SED students. Three of six consultants -- now serving rural districts -- will be transferred to Eugene, Springfield and Bethel school districts where they will be teachers for SED students. Marv reported that local districts are working on a district-driven subcommittee system for choosing students to attend Lane School. The system will be in place by May so Lane School can begin next year with a full group of students. Districts also are needing to make arrangements for the older students currently being served at Lane School who will no longer be eligible for the program.
10. Future Agenda Items
- 10 Future agenda items include:
- SCAR-Jasper Mountain Report
 - OTIS Update
 - SED Update
11. Next Meeting
- 11 The next regular meeting of the Lane ESD Board of Directors will be on Tuesday, April 27, 1999, beginning at 7:00 p.m., at the ESD Center Building.

12. Adjourn

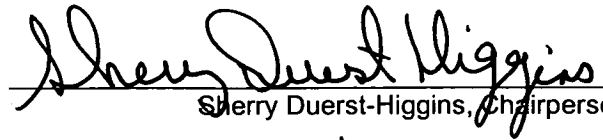
12 The meeting was adjourned at approximately 8:10 p.m.

Minutes approved:

4-27-99
(date) BJM

Attachments to official minutes:

1. Non-Disclosure & Confidentiality Agreement draft


Sherry Duerst-Higgins, Chairperson


Gene Carlson, Superintendent-Clerk

DRAFT

DRAFT

NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

Purpose

This Agreement, when countersigned below, shall constitute an agreement by _____ School District No. _____ (Local Education Agency, "LEA" or, individually, "the undersigned") regarding certain confidential and proprietary information and trade secrets ("Proprietary Information") relating to the business of Lane Education Service District, 1200 Highway 99N, Eugene, Oregon 97402 ("the ESD"), whereby LEA may use the Proprietary Information for *evaluation* purposes, and LEA shall strictly maintain the confidentiality of the Proprietary Information. Specifically, the ESD will provide the following confidential and proprietary information:

INSERT TITLE

Proprietary Information

"Proprietary Information" of the ESD includes, but is not limited to, data or other proprietary information relating to products, inventions, plans, methods, processes, know-how, developmental or experimental work, computer programs, databases, systems, software (including object code and source code), concepts, performance features, schedules, original works of authorship, reports, analyses, business plans, financial information, statistical information, or any other subject matter pertaining to any business of the ESD or any of its clients, consultants, or licenses.

Confidentiality

The undersigned acknowledges that it will have access to the ESD's Proprietary Information, and agrees that it shall not directly or indirectly divulge, disclose or communicate any of the Proprietary Information to any third party, except as may be required in the course of any formal business association or dealings with the ESD and, in any event, only with the prior written approval of the ESD. Recipient agrees to take reasonable precautions to prevent any unauthorized use, disclosure, publication, or dissemination of Proprietary Information. The undersigned acknowledges that it may only use the Proprietary Information in connection with its business dealings with the ESD and for no other purpose without the prior written consent of the ESD.

No License to Proprietary Information

All Proprietary Information remains the property of the ESD and no license or other rights to Proprietary Information is granted or implied hereby. The LEA will not file any copyright registrations, patent applications or similar registrations of ownership on the Proprietary Information. In the event the LEA does so in violation of this Agreement, the LEA will assign to the ESD such registrations and applications. Subject to the LEA's patents and copyrights, the ESD is free to use and incorporate in ESD products any ideas, suggestions, or recommendations provided by the LEA, without payment of royalties or other consideration to the LEA.

No Warranty

All information is provided "AS IS," and without any warranty, whether express or implied, as to its accuracy or completeness.

Return of Documents

Within ten business days of receipt of the ESD's written request, and at the ESD's option, the LEA will either return to the ESD all tangible Proprietary Information, including but not limited to all documents, files, reports, notebooks, samples, lists, correspondence, software, notes, or other written or graphic records provided by the ESD or produced using the ESD's Proprietary Information, or will provide the ESD with written certification that all such tangible Proprietary Information has been destroyed.

Reciprocity

As further consideration for this agreement, the LEA shall share with the ESD all intellectual property of any nature developed or derived as created by this Agreement or in any way related thereto.

Consultants and Employees Bound

The undersigned represents that its officers, directors, employees, consultants, and agents (collectively, the "Employees") have signed appropriate non-disclosure agreements or taken appropriate measures imposing on such Employees a duty to third parties (1) to hold any such third parties' proprietary information received by such Employees in the strictest confidence, (2) not to disclose such proprietary information to any third party, and (3) not to use such proprietary information for the benefit of anyone other than the party to whom it belongs, without the prior express written authorization of such party. It is agreed that the Proprietary Information, to be developed under this agreement, shall be used **only** in connection with operation of the Oregon Total Information System (OTIS) and shall **only** be used as a supplement thereto. In addition, the ESD shall be permitted to review and approve the qualifications and employment history of the designated consultant prior to making any disclosures of Proprietary Information hereunder.

Permitted Disclosure

The undersigned acknowledges that the requirement to hold the Proprietary Information in confidence as set forth above does not apply to information which:

- (i) is already known to the undersigned at the time of disclosure;
- (ii) has become general known to the public through no wrongful act by the undersigned;
- (iii) has been rightfully received by the undersigned from a third party without restriction on disclosure and without breach of an obligation of confidentiality running either directly or indirectly to the ESD;
- (iv) has been approved for release to the general public by written authorization of the ESD;
- (v) has been disclosed pursuant to the requirement of a governmental agency or of law without similar restrictions or other protections against public disclosure;
- (vi) is independently developed by the undersigned without use, directly or indirectly, of the ESD's Proprietary Information; or

- (vii) is furnished to a third party, whom the ESD has previously granted the right to disclose the information.

Remedies

Should the undersigned or its officers, directors, employees or agents breach any of the provisions of this Agreement by disclosing or attempting to disclose the Proprietary Information to an unauthorized third party to the ESD's detriment or damage, the undersigned agrees to reimburse the ESD for any loss or expense incurred by the ESD as a result of such unauthorized disclosure or attempted disclosure, including without limitation court costs and reasonable attorney's fees incurred by the ESD in enforcing the provisions hereof. The undersigned further agrees that any unauthorized disclosure of the Proprietary Information will result in irreparable damage to the ESD and that the ESD shall be entitled to an award by any court of competent jurisdiction of a temporary restraining order and preliminary injunction against any such unauthorized disclosure by the undersigned without the need to post a bond.

Choice of Law

This agreement shall be governed by the laws of the State of Oregon. Any dispute arising from or related to the subject matter of this agreement shall be heard in a court of appropriate jurisdiction in Lane County, Oregon.

Entire Agreement

This Agreement is the entire agreement of the undersigned and the ESD. This Agreement may be modified only by a subsequent written agreement signed by both the ESD and LEA.

Term of Agreement

The initial term of this Agreement is for a period of sixty (60) days. Thereafter, this Agreement shall automatically renew on a year-to-year basis unless _____. It is further understood by the undersigned that the Confidentiality section of this Agreement shall survive following the termination of this Agreement.

AGREED AND ACKNOWLEDGED:

For the LEA

For the ESD

Date

Date

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday – March 2, 1999

Call to Order

Chairperson Sherry Duerst-Higgins called the board meeting to order at 5:45 p.m. Tuesday, March 2, 1999, in accordance with the agenda and public notice of the meeting.

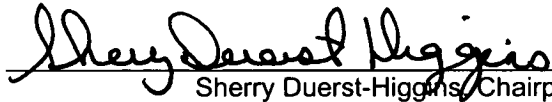
Board Members present were Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller, Joyce Mills, and Jim Swanson. Others attending were Superintendent search consultant Bob Burns, and Barbara McBurnett, recording secretary. Screening committee members attending were Kent Hunsaker, Larry Horton, Frank Landrum, Linda Schoenfeld, and Alan Pierce.

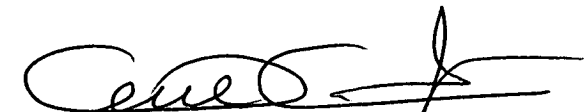
Executive Session

Chair Duerst-Higgins immediately moved the meeting into Executive Session for the purpose of selecting a chief executive officer under the authority of ORS 192.660(D).

Meeting Adjourned

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


Sherry Duerst-Higgins, Chairperson


Gene Carlson, Superintendent-Clerk

Minutes approved:

3-16-99
bjm

LANE ESD BOARD OF DIRECTORS' WORK SESSION
Tuesday – February 16, 1999

Call to Order

Chairperson Sherry Duerst-Higgins called the board work session to order at 12:05 p.m. Tuesday, February 16, 1999, in the Boardroom of Springfield School District, 525 Mill Street, Springfield, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, and Jim Swanson. Other ESD staff attending were Superintendent Gene Carlson, David Dowrie, Jeff Foreman, and Barbara McBurnett, recording secretary. Also in attendance were: Jamon Kent, Jennifer Heiss, Marty Lenk, Judy Land, Frank Nearing, Tom Moore, and Tom Lindl.

Discussion


1. Springfield School Board member Jennifer Heiss commented that Springfield School District representatives were present at this meeting to clarify communications from their district regarding the reasons for a "No" vote on resolution #1. Springfield School District Business Manager Judy Land elaborated on the concerns of their district regarding OTIS services. OTIS is still the most viable option for their district for a provider of data processing services; although Springfield needs additional relational database options particularly for position control in the personnel system. Springfield School District is willing to provide staff and dollars to create these enhancements but needs to have access to the data fields and relationship information in order to build the position control system. At the OTIS Executive Board meeting held earlier today, there was an Executive Board consensus encouraging using resources from Springfield School District and others to expand the OTIS resource base for development purposes. This is considered to be an effort to coordinate efforts—not to become competition. A non-disclosure, non-competition agreement would be acceptable to Springfield School District.

2. Superintendent Carlson stated that Eugene School District wants to enter into discussion with Lane ESD for consideration of increasing the 30% payment currently paid to Eugene "in lieu of services" in Resolution #1. Before passing Resolution #1, Eugene wants to have a commitment from the ESD Board that they are willing to begin these discussions. There was a consensus of the Board that there should be discussions to review the current contract between Lane ESD and Eugene School District. Superintendent Carlson also recommended that superintendents and board chairs from the three districts meet to discuss resolution issues.

Meeting Adjourned

The meeting was adjourned at 2:00 p.m.


Sherry Duerst-Higgins, Chairperson


Gene Carlson, Superintendent-Clerk

Minutes approved:

3-16-99
bjm

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – February 23, 1999

- | | | |
|------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Special Session | 1 | <p>Chairperson Sherry Duerst-Higgins called the special session for the purpose of superintendent screening committee training to order at 5:40 p.m. Board members in attendance were: Sherry Duerst-Higgins, Joe Berney, Don Kimball, Jerry Miller, Joyce Mills, and Jim Swanson. Also attending were advisory board members Susie Dey and Chuck Forster; Linda Schoenfeld, Frank Landrum, Kent Hunsaker, Larry Horton, Alan Pierce, search consultant Bob Burns, Superintendent Gene Carlson, and Barbara McBurnett, recording secretary.</p> <p>Mr. Burns reviewed the process for screening applications for the Lane ESD superintendent position. Forms to used in the process were distributed including candidate scoring information and rating sheet.</p> |
| | 1A | <p>Chairperson Sherry Duerst-Higgins moved the meeting to Executive Session at approximately 6:15 p.m. under provisions of ORS 192.660(D) for the purpose of selecting a chief executive officer. The Executive Session was adjourned at 7:25 p.m.</p> |
| 2. Call to Order | 2A | <p>Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:35 p.m., Tuesday, February 23, 1999, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were Sherry Duerst-Higgins, Joe Berney, Don Kimball, Jerry Miller, Joyce Mills, Jim Swanson, and advisory members Chuck Forster and Susie Dey. Administrative staff members present were Superintendent Gene Carlson, Eileen Palmer, Marv Wilkerson, David Dowrie, and Barbara McBurnett.</p> <p>Others attending were: Alan Livingston, Ken Hadlock, Carol Wiggins, Mel Boyer, Carol Knobbe, Frank Landrum, Jeff Foreman, Laura Krenk, Lynda Harris, Linda Schoenfeld; and Jones & Roth representatives Mike Lewis and Forrest Arnold.</p> |
| Written Communications | 2B | <p>The following written communications were included in the packet:</p> <ul style="list-style-type: none">a. OSBA Spring Regional Meeting informationb. School-to-Work Summit IV informationc. Board Calendar of Eventsd. Donation Thank You letter |
| 3. Statements | 3A | <p>No statements from the public were made.</p> |
| | 3B | <p>No statements from the Board were made.</p> |
| | 3C | <p>Superintendent statements:</p> <p>Superintendent Carlson stated that all resolutions have been passed by component Lane County districts with one exception—Springfield has not yet passed resolution #1, but have indicated they will later in the spring. Eugene passed resolution #1, with the understanding that discussions take place regarding increasing the 30% "in lieu of services" payment. Superintendent Carlson also commented that impact of ESD equalization is not yet known, but there is a possibility of flat funding for Lane ESD which would create a need for clear priorities and more efficiencies.</p> |

4. Reports

- 4A Committee and liaison reports:
- LCOG—Director Miller reported that LCOG is currently looking for space to relocate their offices with the Wells Fargo Building second floor a strong possibility.
 - OTIS Executive Board—Director Mills reported that at the last meeting, the OTIS Executive Board authorized a 4% rate increase for 1999-2000; authorized a continued moratorium on new membership; encouraged using resources from Springfield School District and other to expand the OTIS resource base, particularly for development purposes.
 - OSBA—Chair Duerst-Higgins attended the Legislative Conference on February 14 and 15 in Salem.
- 4B Social Services advisory member Susie Dey reported that Kay Turan, the State Director for Services to Children and Families is retiring after 35 years of service. A national search will be conducted for a new director. Locally, SCF is in need of foster homes and adoptive parents. The SCF Eugene Branch is currently considering the "outstationing" of staff in a Springfield location.
- Employment training advisory member Chuck Forster reported that the Lane Workforce Partnership is currently initiating a community voice mail system which will provide mailboxes for job seekers who do not have telephones.
- 4C Jones & Roth 1996-97 Audit Report
Mike Lewis and Forrest Arnold of Jones & Roth presented the management letter and audit report 1996-97. It was stated that although ESD audits have a due date to the State of December 31, a timely extension was filed with the State by Jones & Roth. The management letter included the recommendations; although, in some cases recommendations may have already been implemented.
1. Bank and account reconciliations to underlying accounting records should be completed on a regular basis. This assists in identifying problems before they become more costly to correct.
 2. One person should be responsible for grant monitoring to avoid lapse in procedures.
 3. Some account classifications/funds should be changed to align with budget law, particularly those related to "capital projects funds" and "400" funds. The adopted budget should be compared to the requirements of Oregon Local Budget Law. Budget transfers out should equal transfers in.
 4. Instructions regarding final payrolls should have appropriate written approvals. The District should consider standardizing time sheets, rather than having two types. The sick leave bank should have consistent tracking of hours.
 5. Elimination of the OTIS Local Government Investment Pool should be considered to simplify cash management and record keeping.
 6. Consolidation of asset records into a single system (rather than separate for ESD and OTIS) is recommended.
 7. Deferred compensation funds should be place in trust.
 8. The Year 2000 plan should be carefully monitored as well as vendors and service providers contacted to address potential problems.

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, BERNEY, KIMBALL, MILLER, MILLS, and SWANSON VOTING YES. (ESD Resolution # 98- 023)**

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

- | | |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>A. BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its January 26, 1999, meeting as submitted.</p> <p>B. BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its February 2, 1999, work session as submitted.</p> <p>C. Accept Monthly Human Resources Report and approve personnel recommendation.
 BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated February 17, 1999, and approves the following personnel actions as recommended. (There are no licensed staff recommendations)</p> <p>D. Authorize contracts for licensed, non-administrative staff for 1999-2000.
 BE IT RESOLVED that the Board of Directors of Lane ESD authorizes extending contracts of licensed, non-administrative staff for the 1999-2000 year.</p> <p>E. Authorize renewal of probationary licensed staff.
 BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the notification to all affected employees of their change of status. For those employees who are renewed, the effective date will be the first working day of the 1999-2000 school year.</p> <p>F. Accept January 1999 Financial Report
 BE IT RESOLVED that the Board of Directors of Lane ESD accepts the January 1999 Financial Report.</p> |
| 6. Consolidated Information | 6. There were no items in consolidated information. |
| 7. Business Affairs | 7A There we no business affairs on the agenda. |
| 8. Action Items | <p>8A The 1997-98 Lane Education Service District audit was presented as a report item earlier in the meeting. Mike Lewis and Forrest Arnold reviewed the audit.</p> <p>DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the 1998-98 Lane Education Service District Audit report as submitted. Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, BERNEY, KIMBALL, MILLER, MILLS, and SWANSON VOTING YES. (ESD Resolution # 98- 024)</p> |
| 9. Discussion Items | <p>9A Information Technology Director David Dowrie reviewed Y2K information enclosed in the Board packet. The areas of Y2K concern are facilities, fiscal and support systems, application software, work stations, and servers. The ESD has worked with legal council so that the agency does not incur liability. Insurance carriers have notified customers that they are not protecting against year 2000 deficiencies. This readiness process will continue into the second half of the year, and documentation will be maintained to show the significant effort to resolve issues.</p> <p>9B Superintendent Carlson reviewed information included in the Board packet regarding the service assessment process. The ESD has made a commitment to an ongoing service evaluation for services provided to districts in greater detail by using a variety of information sources including focus groups, phone and paper surveys and interviews. This would better enable the ESD to make decisions about resolution services.</p> <p>9C Curriculum/Staff Development Director Eileen Palmer reviewed information included in the Board packet regarding continuing professional development opportunities provided for Lane County teachers. Two important purposes are:</p> |

- Training for teachers to assist in development of the Oregon Educational Act for the 21st Century.
- Provide training for teachers to address TSPC domains required for license renewal.

- 9D David Dowrie provided an update regarding OTIS services. A new AS 400 was implemented over the last weekend which was a successful process. The Student Service project continues to be on the timeline. The OTIS Executive Board approved a 4% rate increase at its last meeting. Director Dowrie is continuing discussions with Springfield School District to work toward meeting their information needs.
- 9E Special Education Director Marv Wilkerson reported that agreed updates to the SED program progressing. The Skipworth Juvenile Facility has acquired a grant that could impact Lane ESD education services provided to the program. More information will be coming regarding this.

10. Reports

- 10 There were no program reports.

10. Future Agenda Items

- 10 Future agenda items include:
A. OTIS Update
B. SED Update

11. Next Meeting

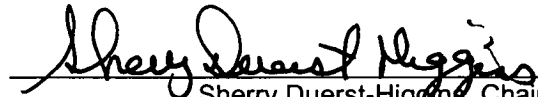
- 11 The next meeting of the Lane ESD Board of Directors will be on Tuesday, March 16, 1999, with the regular meeting beginning at 7:00 p.m. at the ESD Center Building.


12. Adjourn

- 12 The meeting was adjourned at approximately 9:25 p.m.

Minutes approved:

3-16-99
(date) BJM


Sherry Duerst-Higgins, Chairperson


Gene Carlson, Superintendent-Clerk

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

Office of the Superintendent
Tuesday • February 2, 1999
Minutes

LANE ESD BOARD OF DIRECTORS' WORK SESSION
Tuesday – February 2, 1999

Call to Order

Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 5:45 p.m. Tuesday, February 2, 1999, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller, and Joyce Mills. Others attending were Superintendent Gene Carlson, Superintendent search consultant Bob Burns, Jeff Foreman, and Barbara McBurnett was present as recording secretary.

Discussion

Superintendent search consultant Bob Burns facilitated the Board in a discussion to assist in determining personal and professional characteristics they want in the new superintendent. The following items were considered in this process:

ESD is best known for:

- Quality services and staff
- Special needs services
- Technology services
- Staff Development—responsiveness to meeting needs emerging from districts
- Curriculum Development

Most serious challenges ESD faces:

- Leadership strength
- Consistent sources of revenue
- Dollars in lieu of services issue
- Continue to rebuild morale and confidence internally and outside the agency
- Keeping up with districts' technology needs
- Special Education delivery model—SED adolescent vs. elementary
- Meeting local district needs
- Community awareness of ESD including networking by Board members
- Expectations exceed capacity
- Capacity to deliver after downsizing
- Staying flexible

Through this process, the Board considered the following characteristics important:

Personal and Professional Characteristics Desired by Board

Personal	Professional
<ul style="list-style-type: none"> • Flexibility and openness • Team builder—strong leader with district superintendent's and ESD staff • Collaborative without selling out • Use ideas of others—all working towards one goal—appreciate and listen to experience/ideas of others • Strong personality without being dictator • Good judge of character • Decisive—ability to say no 	<ul style="list-style-type: none"> • Ability to bring staff together to build a healthy organization • Ability to work with staff in setting appropriate goals, objectives and timelines and allow time to work towards them while making them aware of consequences. • Special Education experience • Technology • Respected in profession • Enthusiastic/energetic • Ability to delegate • Variety of experience • Respected • Ability to focus on what we are here for • Ability to develop appropriate policies • Good communication skills

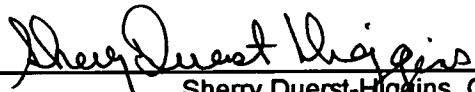
Other Discussion

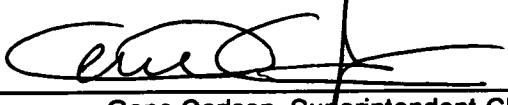
Superintendent Carlson indicated to the Board that Eugene School District 4J wants a commitment from the ESD Board for their willingness to discuss Resolution 1, and an incremental increase in the current 30% of the amount that the ESD would pay to purchase the OTIS Basic Administrative Package provided to Eugene through that resolution. The Board would like to have this discussion at a time when additional Board members are present.

Superintendent Carlson also distributed copies of a bill introduced in the Legislature that would redirect how ESD's are funded. HB 2566 prohibits the State Superintendent from distributing moneys from the State School Fund to ESD's. Instead, ESD's would receive money through contracts with local school districts. If passed, this bill would become effective July 1, 1999.

Meeting Adjourned

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


 Sherry Duerst-Higgins, Chairperson


 Gene Carlson, Superintendent-Clerk

Minutes approved:

bjm

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – January 26, 1999

- | | |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Executive Session | 1A Chairperson Sherry Duerst-Higgins called the meeting to order at 530 p.m. 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, Joe Berney, Michelle Holman, Don Kimball, Jerry Miller, Joyce Mills, Jim Swanson, Superintendent Gene Carlson, Marv Wilkerson, David Dowrie, Eileen Palmer, Alan Livingston, Mel Boyer, Frank Landrum, and Barbara McBurnett, recording secretary. The Executive Session was adjourned at 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, January 26, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Joe Berney, Don Kimball, Jerry Miller, Joyce Mills, Jim Swanson,. Administrative staff members present were Superintendent Gene Carlson, Marv Wilkerson, David Dowrie, Eileen, Palmer, Frank Landrum, Alan Livingston, Ken Hadlock, Carol Wiggins, and Barbara McBurnett.

Others attending were: Laura Krenk, Jeff Foreman, Lynda Harris, Lois Beard, Linda Schoenfeld. |
| Written Communications | 2B The following written communications were included in the packet: <ul style="list-style-type: none">• Board Calendar of Events |
| 3. Statements | 3A Statements from the public: <ul style="list-style-type: none">• Staff member Lois Beard commented that her calculations were not the same as a total on page 21 (revenue statement). Chair Duerst-Higgins asked that Ms. Beard discuss these issues with Business Manager Mel Boyer rather than bringing them to the Board meetings. 3B No statements from the Board were made.
3C Superintendent statements: <ul style="list-style-type: none">• Superintendent Carlson distributed certificates of appreciation to Board members as January is Board Recognition month. The superintendent thanked the Board of Directors for their commitment to the agency and children of Lane County.• Superintendent Carlson commented that the ESD auditing firm, Jones & Roth, do not yet have the 1997-98 audit ready. It will be presented at the February Board meeting.• Ken Hadlock, the new accounting supervisor, was introduced to the Board. |
| 4. Reports | 4A LCOG – Director Miller reported that LCOG will meet on January 28 and receive a presentation on the new geographic information system. He also suggested that the their be an alternate to attend the LCOG meetings. Michelle Holman was designated the alternate to attend LCOG meetings which are held in Florence when Director Miller is unable to attend.

4B Advisory board members were not present to report. |

- 4C Business Manager Mel Boyer and Curriculum/Staff Development Director Eileen Palmer reported on Special Funds Management. Board members received a copy of a 1998-99 Grant Handbook created by Fiscal Services staff. This handbook was also sent to Lane County school district business managers. It will assist both component districts and ESD staff by providing information for each federal and state grant the ESD administers, including funding period, grant manager and secretary and how to contact, allocation to districts, description of grant, and total grant amount. Lane County schools are invited to participate in grants to receive dollars or services.
5. Consolidated Action
- 5 **DIRECTOR BERNEY MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consolidated action group as presented. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, BERNEY, HOLMAN, KIMBALL, MILLER, MILLS, and SWANSON VOTING YES. (ESD Resolution # 98-018)**
- The following Action Items were included in the consolidated action approval:
- A. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its December 8, 1998, meeting as submitted.
 - B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its January 5, 1999, budget committee meeting as submitted.
 - C. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its January 12, 1999, work session as submitted.
 - D. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated January 21, 1999, and approves the following personnel actions as recommended:
 - Richard Hess, School Psychologist, retirement, effective 2/28/99
 - Frank Landrum, From Interim Director to Supervisor I, effective 2/1/99
 - E. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves revisions to Policy KGB/KGC, Public Conduct on District Property, as submitted.
6. Consolidated Information
- Consolidated information included:
- Notice of Vacancy for Director of Special Education
7. Business Affairs
- 7A The quarterly financial report for the period ending December 31, 1998, was presented. The Board requested Business Manager Mel Boyer investigate the issue on Page 21 as commented by Lois Beard in public comment.
- DIRECTOR MILLER MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the June 30, 1998, Quarterly Report with correction, if needed, as noted. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, BERNEY, HOLMAN, KIMBALL, MILLER, MILLS, and SWANSON VOTING YES. (ESD Resolution # 98-019)**
- 7B A report on unclaimed funds was presented. As a result of the 1997-98 audit, three programs were identified as having unclaimed funds for the 1996-97 year. These are:
- Youth Transition Program, Fund 278 – \$1,799.88
 - Family Support Worker Grant, Fund 251 – \$16,185.45
 - Regional Program, Fund 290 – \$21,921.57
- These contracts are now closed and there is no way to recover the funds. The Grant Handbook presented earlier in the Board meeting will assist staff in better tracking of these funds. There are now more checks and balances in place as well as additional staff who are implementing positive control measures. The fiscal office has responsibility for filing the claims for these funds.

8. Action Items

- 8A At the Board work session on January 12, 1999, the Board determined the participants of the superintendent screening committee who will screen applications received for Lane ESD Superintendent. The screening committee will consist of the following individuals:
- The seven ESD Board members (Sherry Duerst-Higgins, Joe Berney, Michelle Holman, Don Kimball, Jerry Miller, Joyce Mills and Jim Swanson)
 - two ESD advisory Board members (Chuck Forster and Susie Dey)
 - one ESD budget committee member, (Francisca Johnson)
 - two district superintendents (Kent Hunsaker and Larry Horton)
 - and three ESD staff members representing: LCEA – Alan Pierce; non-represented staff – Linda Schoenfeld; management – Frank Landrum

DIRECTOR MILLS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the superintendent screening committee members as presented. The committee will screen applications received for the position of Lane Education Service District Superintendent. Director Berney seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, BERNEY, HOLMAN, KIMBALL, MILLER, MILLS, and SWANSON VOTING YES. (ESD Resolution # 98-020)**

- 8B Accepting the final recommendations made by Minnie Richards in the Classification Review and Salary Comparison will be postponed to the February Board meeting. Superintendent Carlson requested that Business Manager Mel Boyer meet with Lois Beard, LCEA negotiations chair, to review dollars needed to implement recommendations as well as funds available for this purpose.

- 8C On March 29, 1994, the Lane ESD Board of Directors voted to establish a grant assistance fund. Revenue sources for this special fund come from the indirect costs, usually between five and ten percent of the total grant, which the ESD is allowed to take for administrative costs. In the past, 50% of the indirect cost of each grant goes into the fund.

Board action at the March 29, 1994, meeting authorized *"establishment of a special fund within the 1993-94 budget to provide for short-term contracts with grant writers and temporary clerical work to assist with writing renewal grants or contract applications and to develop new proposals in appropriate areas of service."*

To enable greater flexibility of the special funds and provide the best possible service to Lane County Districts, we propose modifying this authorization not to exclude regular staff, i.e., *"provide for short-term contracts with outside grant writers and/or long term in-house grant writers and clerical assistance."*

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the special fund for grant assistance be modified to provide a source of revenue for short-term contracts with outside grant writers and/or long term in-house grant writers and clerical assistance. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, BERNEY, HOLMAN, KIMBALL, MILLER, MILLS, and SWANSON VOTING YES. (ESD Resolution # 98-021)**

- 8D Director Duerst-Higgins requested approval to attend the COSA/OSBA Legislative Conference in Salem on February 14 and 15, 1999.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Sherry Duerst-Higgins at the COSA/OSBA Legislative Conference in Salem on February 14 and 15, 1999. Director Berney seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, BERNEY, HOLMAN, KIMBALL, MILLER, MILLS, and SWANSON VOTING YES. (ESD Resolution # 98-022)**


9. Discussion Items
- 9A Superintendent Carlson reminded the Board that resolutions need to be passed by two-thirds of the Lane County school districts representing 50% of the students. This needs to occur by March 1. Currently, Springfield School District has voted no on Resolution 1. Eugene School District will be meeting on February 17 to vote on Resolutions and, at this time, indications are not clear whether their vote will be yes or no.
10. Reports
- 10A Superintendent Carlson reported that he and OTIS Director David Dowrie met with State Senator Verne Duncan to discuss the possibility of developing a statewide set of student and business service programs that would meet State requirements for CIM and CAM. A 15-minute meeting with Stan Bunn, the recently elected Superintendent of Public Instruction, is being scheduled to pursue the topic.
- OTIS Update—Otis Director David Dowrie reported that the Graphic Presentation RFP has been awarded to CST Corporation. The purpose is development of a graphic presentation for business services system.
- 10B There will be a report on the SED program at the February Board meeting.
11. Future Agenda Items
11. Future agenda items include:
- Accept 1997-98 Audit
 - Approve Contracts for Licensed, Non-Administrative Staff for 1999-2000
 - Approve Renewal of Probationary Licensed Staff
 - Lane ESD Guide to Service
 - Year 2000 Update
 - Service Assessment Process
 - Continuing Professional Development
 - OTIS Update
 - SED Program Update
12. Next Meeting
12. The next regular meeting of the Lane ESD Board of Directors will be on Tuesday, February 23, 1999, with the meeting beginning at 7:30 p.m., at the ESD Center Building.
13. Adjourn
13. The meeting was adjourned at approximately 8:00 p.m.


Minutes approved:

(date) BJM

Attachments to official minutes:

1. Grant Handbook


Sherry Duerst-Higgins, Chairperson


Gene Carlson, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' WORK SESSION
Tuesday – January 12, 1999

Call to Order

Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 5:50 p.m. Tuesday, January 12, 1999, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller, and Jim Swanson. Others in attendance were Superintendent Gene Carlson, superintendent search consultant Bob Burns, Barbara McBurnett, recording secretary, and Jeff Foreman.

Discussion Regarding Superintendent Notice of Vacancy and Application

Bob Burns called attention to the draft Superintendent Notice of Vacancy and Application which was sent to Board members prior to the meeting. The Board requested the search process be streamlined to move completion of the hiring process and announcement to March 30. In order to accomplish this, the following dates were tentatively set. Mr. Burns will verify his availability to accommodate this schedule.

- January 26 – Appoint screening committee
- February 2 – ESD work session
- February 19 – Closing date for applications
- February 23 – First screening committee meeting
- March 3 – Final screening committee meeting
- March 8, 9, 10 – Conduct interviews
- March 15 to 17 – Visit home communities of finalists
- March 18 to 19 – Invite finalists to visit ESD, meet with staff
- March 23 – Board selects first choice (no public announcement)
- March 24 to 29 – Negotiate contract with finalist
- March 30 – Announce selection

Mr. Burns has met with four groups for input in establishing qualifications: LCEA, Lane County Superintendents, Lane ESD staff, and the public. The Board asked that the qualifications for technology and special education be more detailed to reflect the scope of those areas.

The Board decided on a salary range of \$90,000 to \$95,000, which was determined to be the 50th percentile, based on superintendent salary data. A multi-year contract will be offered within the bounds of Oregon Law.

The screening committee will consist of the seven ESD Board members, two ESD advisory Board members, one ESD budget committee member, two district superintendents, and three ESD staff members—one each representing LCEA, non-represented staff, and management. Superintendent Carlson will contact potential screening committee members. The Board asked for training for the screening committee.

The interview committee will consist of the seven ESD Board members, two advisory Board members, and the two local superintendents who served on the screening committee. All interview committee members will participate in interviews but only the ESD Board members will vote on the final candidate.

Bob Burns will facilitate the Board in a work session on February 2 to determine qualities and characteristics they are looking for in a superintendent. Mr. Burns will also be presented at interviews.

Action to Adopt Calendar, Qualifications, and Application Process

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopt superintendent search brochure as modified on January 12 1999, including:

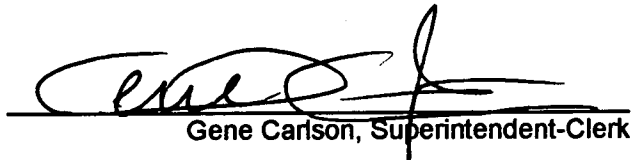
1. search calendar
2. qualifications
3. application process
4. compensation package
5. participation of screening committee
 - a. composition of committee – Board members, ESD staff (3) , LEA superintendents (2), advisors to Board (2)
 - b. roles/responsibilities for screening committee – review and rate applications, recommend interviewees to Board, superintendents and advisor Board members will participate in interviews

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST HIGGINS, HOLMAN, KIMBALL, MILLER, MILLS AND SWANSON VOTING YES. (ESD Resolution 98-017)**

Meeting Adjourned

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


Sherry Duerst-Higgins, Chairperson


Gene Carlson, Superintendent-Clerk

Minutes approved:

1-26-99 *bjm*
bjm

LANE ESD BUDGET COMMITTEE MEETING
Tuesday – January 5, 1999

1. Call to Order

- 1A Chairperson Sherry Duerst-Higgins called the Lane ESD Budget Committee meeting to order at 7:00 p.m. Tuesday, January 5, 1999. 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, Alan Petersen, Sherry Duerst-Higgins, Joe Berney, Michelle Holman, Don Kimball, Joyce Mills, Jerry Miller, and Jim Swanson.

Others attending were: Superintendent Gene Carlson, Marv Wilkerson, David Dowrie, Eileen Palmer, Mel Boyer, Barbara McBurnett, Jeff Foreman, Ken Hadlock, Linda Schoenfeld, Frank Landrum, Alan Livingston, Carol Wiggins, Laura Krenk, Lynda Harris, and Lois Beard.

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. Election of Officers

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

- 2A Jerry Miller nominated Jennifer Heiss as Budget Committee Chair. Don Kimball seconded the nomination.

Don Kimball moved the nominations cease and a unanimous ballot be for Jennifer Heiss. Sherry Duerst-Higgins second and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

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

- 2B Sherry Duerst-Higgins nominated Virginia Thompson as Budget Committee Vice-Chairperson. Chris Pryor seconded the nomination.

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

- 2C **Virginia Thompson was declared elected as Lane ESD Budget Committee Vice-Chairperson.**

Alan Petersen nominated Wayne Watkins as Budget Committee Secretary. Jerry Miller seconded the nomination.

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

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

3.Statements

3A Statements from the public:

Laura Krenk, LCEA Treasurer, and former President, stated that the Superintendent's Budget Message was incorrect in stating that the request for the Classification Review and Salary Comparison Study was made by LCEA. The original request for the study came from the Lane ESD Board of Directors.

Lois Beard, LCEA Bargaining Chairperson, commented that she was unable to reconcile some figures in the budget estimate for Resolution #2. Superintendent Carlson commented that the amount Ms. Beard referred to were for the Director's salary and were located in another section of the budget document.

4. Budget Message

4 Chairperson Heiss turned the meeting over to Superintendent Carlson.

The superintendent commented an early budget committee meeting was scheduled in order to provide estimated 1999-2000 budget information, as well as explain budget terms and discuss significant changes in the budget process made by the State. Account codes will be changed in the coming year in order to track actual expenditures to individual school programs and grade levels. Lane ESD will begin the budgeting process with this year's account numbers. When the final budget is determined, conversion to the new accounts will occur so that next year in the budget process, accounts will have one year of history attached to them.

This budget provides services which are essentially the same in amount and kind as in previous years. Lane ESD has developed Service Goals involving component districts in the process. The budget information sent to committee members included an 18-month timeline showing the service goal, resolution, and budgeting process.

Approximately 80% of the ESD budget is related to providing resolution services. It is therefore important for ESD Board and budget committee to have sufficient knowledge of the cost of these resolutions. This also impacts constituent districts' budgets.

5. Review of Budget Document

5 Superintendent Carlson distributed revised pages for the expenditure portion of the budget information.

In this preliminary budget, revenues are estimated based on expected revenues from the State. In the upcoming Legislative session, it is possible the Legislature will consider "equalization" of ESD's. This could mean Lane ESD would receive additional funding. The expenditures budget – expected to be close but not exact – was developed based on the cost of providing resolution programs. Resolutions were developed with the input of Lane County superintendents and are currently being submitted to local Boards for approval.

If equalization does occur, five areas where funding could be utilized are 1) adolescent emotionally disturbed services through other districts or private agencies, 2) additional Life Skills classrooms, 3) increased cost of doing business, 4) increased Planetarium support; and 5) one-time purchases that saves money over time.

Superintendent Carlson emphasized, and the committee agreed, the importance of maintaining an adequate contingency fund and unappropriated ending fund balance to avoid borrowing funds at the beginning of each fiscal year while waiting for tax revenue.

The budget includes the mandated additional 2.32% PERS cost. Funds to adopt the salary recommendation made by School Services, Inc., determined in the Classification Review and Salary Comparison Survey have also been budgeted. Approximately \$180,000 has been budgeted for salary negotiations which begin in February.

In this preliminary budget, the contingency fund has been reduced to \$100,000. Superintendent Carlson asked for the committee's input. The contingency fund is money set aside for special purposes, and has not been used regularly. Committee members felt, due to lack of local control, both ending fund balance and contingency fund should be closely monitored.

The audit for 1997-98 has not been completed by the Lane ESD auditors, Jones & Roth. An extension has been filed with the State.

The ESD provides approximately \$14,000 per year for the operation of the Planetarium. Operating costs for the Planetarium are approximately \$8,000 to \$9,000 per month which are offset by event proceeds. Board members asked for additional information on the Planetarium operating costs and level of ESD support at the next meeting.

The budget committee will meet on a Tuesday in March to receive additional information on revenues, expenditures and programs.

A budget committee meeting is scheduled for May 4, 1999, at 7:00 p.m.

6. Adjourn

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

Minutes approved:

5-4-99

(date) BJM

Jennifer Heiss
Jennifer Heiss, Chairperson

Virginia L. Thompson
Virginia Thompson, Vice-Chairperson

Wayne Watkins, Secretary

Gene Carlson
Gene Carlson, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – December 8, 1998

1. Call to Order
Special Session

- 1A Chairperson Sherry Duerst-Higgins called the Special Session to order at approximately 5:30 p.m., in accordance with the agenda and public notice of the meeting. The purpose of the session was to interview applicants for Board position 4, Zone 4, vacated by Glen Weathers upon his resignation at the September 22, 1998, Board meeting. Board members attending were: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, and Jim Swanson. Others in attendance were Michelle Holman (Board position applicant), Superintendent Gene Carlson, Alan Livingston, Mel Boyer, Marv Wilkerson, Frank Landrum, David Dowrie, Eileen Palmer, and Barbara McBurnett, recording secretary.

There was one applicant for the Position 4 vacancy—Michelle Holman. Ms. Holman was interviewed by Board members.

- 1B According to the adopted procedure (Board Policy BBE), a new Board member must be selected by majority vote. There was one ballot cast and Board members Duerst-Higgins, Kimball, Miller, Mills, and Swanson voted for Michelle Holman.

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD has canvassed the Board's votes to fill the vacant Board position #4 and declares Michelle Holman as duly appointed to that position. Director Mills seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, AND SWANSON VOTING YES.** (ESD Resolution #98-012)

Executive Session

- 1C Chairperson Sherry Duerst-Higgins called the meeting 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 Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller, Joyce Mills, and Jim Swanson. Administrative staff members present were Superintendent Gene Carlson, Alan Livingston, Mel Boyer, Marv Wilkerson, Frank Landrum, David Dowrie, Eileen Palmer, and Barbara McBurnett, recording secretary.

2. Call to Order

- 2A Chairperson Sherry Duerst-Higgins called the regular board meeting to order at approximately 7:20 p.m. Tuesday, December 8, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Michelle Holman, Don Kimball, Jerry Miller, Joyce Mills, Jim Swanson and advisory member Chuck Forster. Administrative staff members present were Superintendent Gene Carlson, Alan Livingston, Mel Boyer, Marv Wilkerson, Frank Landrum, David Dowrie, Eileen Palmer, and Barbara McBurnett, recording secretary.

Others attending were: Bob Burns, Jeff Foreman, Carol Wiggins, Laura Krenk, and Lynda Harris.

Oath of Office

The Oath of Office was administered to Michelle Holman by Chair Duerst-Higgins. Director Holman was seater at the meeting as a regular Board member.

Agenda Review

- 2B Chair Duerst-Higgins added an agenda item – Search Consultant Bob Burns will present information for Board discussion regarding the superintendent search.

Written
Communications

Direction Swanson asked for Board approval to attend the National School Boards Association Annual Conference in San Francisco, April 10-13, 1999.

DIRECTOR MILLS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Jim Swanson at the National School Boards Conference in San Francisco, April 10-13, 1999. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, AND SWANSON VOTING YES. (ESD Resolution #98-013)**

The following written communications were included in the packet:

- Board calendar of events
- NSBA Conference information

3. Statements

3A No statements from the public were made.

3B Statements from the Board: Chair Duerst-Higgins thanked Jon Elvert for hosting the Board meeting at the Planetarium.

3C Statements from the Superintendent:

- Superintendent Carlson commented that a Legislative breakfast would be held at Lane ESD on December 17 for Legislators and educators to discuss topics for the upcoming Legislative session. Board members are invited to attend.
- The LCOG appreciation dinner is January 7—Board members who would like to attend should RSVP to Barbara McBurnett by December 31.
- LCOG is conducting a training for elected public officials on February 11, 7:00 to 9:00 p.m.—Lane ESD Board members are welcome to attend.

4. Reports

4A

- Director Miller reported that State representatives will make a Legislative presentation to LCOG on Thursday, December 10, 1998.
- Directors Duerst-Higgins, Bemey and Mills attended the OSBA Annual Conference and reported the curriculum relevance and enthusiasm at the conference were impressive.

4B Advisory Board Member Chuck Forster distributed information and reported on the Tax Review Workforce Subcommittee Recommendations. The report emphasizes Oregon's economic stake in a more skilled workforce and the importance of investing in the further skill development of the work force. Mr. Forster will report on the governor's view of the Oregon Workforce agenda at the next meeting.

4C Planetarium Director Jon Elvert presented an impressive laser show to the Board of Directors and guests.

5. Consolidated
Action

5 **DIRECTOR MILLER MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consolidated action group as presented. Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, MILLS, AND SWANSON VOTING YES. (ESD Resolution #98-014)**

The following Action Items were included in the Consolidated Action approval:

- A. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its October 27, 1998, meeting as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its November 10, 1998, meeting as submitted.

- | | |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>C. BE IT RESOLVED that the Board of Directors of Lane ESD approves the Human Resources Report dated December 2, 1998, and approves the following personnel actions as recommended:</p> <p>Appointment: Eileen Palmer, Director-Curriculum/Staff Development, 1/4/99</p> <p>D. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the October 1998 Financial Report as submitted.</p> |
| 6. Consolidated Information | <p>6 Consolidated Information items included:</p> <ul style="list-style-type: none"> • 1st Reading – Revision to Policy KGB/KGC, Public Conduct on District Property: Director Swanson asked for legal opinion on added phrasing in the draft for "items purported to be unlawful" and "which could be". Superintendent Carlson will contact attorney Joe Richards and report at next meeting. • Information on Policy Development for Continuing Professional Development for Licensed Employees |
| 7. Business Affairs | <p>7A Superintendent search consultant Bob Burns was present to discuss the Lane Education Service District Superintendent search process. Bob recommended that the initial announcement, which would include basic information prior to public input, be made as soon as possible. Bob will meet with various groups—including LCEA, Lane County Superintendents, and the public—to obtain input on qualifications for the new superintendent for the Board's consideration. The Board will meet on January 12, 1999, to establish and approve the calendar, qualifications, and application process for the search. The suggested timeline includes February 19 as closing date for applications, interviews March 16-19, selection April 20, and starting date of July 1.</p> <p>The Board directed Mr. Burns to immediately declare a vacancy.</p> <p>7B Superintendent Carlson commented that Lane County School Districts will be considering a common winter break with a later than normal return to school in order to accommodate school and community needs in the event of a Y2K failure.</p> |
| 8. Action Items | <p>8A The Board was asked to authorize submission of the 1999-2000 Resolutions to local Boards. Although the resolutions are the same as last year, with the exception of Services for Students who are Behavior Disturbed, they have been grouped by Service Area and reorganized into four resolutions.</p> <p>DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1999-2000 Resolutions as presented and authorizes them to be submitted to local Lane County school boards for review and action. Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, MILLS, AND SWANSON VOTING YES. (ESD Resolution #98-015)</p> <p>8B Service Goals for 1999-2000 have been developed with input and review by Lane County Superintendents. Development of service goals for 2000-01 will begin in April 1999. Bob Burns commented that, to his knowledge, Lane ESD is the first ESD in the State to complete the mandatory process of service goal development with district participation.</p> <p>DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1999-2000 Service Goals as presented. Director Mills seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HOLMAN, KIMBALL, MILLER, MILLS, AND SWANSON VOTING YES. (ESD Resolution #98-016)</p> |

9. Discussion Items

- 9A Superintendent Carlson made the Board aware that the Financial Audit for the 1997-98 Fiscal Year has not yet been completed. This is partially due to the change in business managers in July 1998, as well as some 1996-97 audit issues regarding unclaimed grant funds that the auditors need to resolve. Superintendent Carlson suggested that an RFP for audit services be developed for July 1999. Directors Mills and Swanson would like further explanation of the unclaimed grant funds at the next regular Board meeting.
- 9B Business Manager Mel Boyer and Superintendent Carlson presented preliminary budget information (official attachment) for the 1999-2000 year. It is expected that the budget will be approximately \$300,000 more than 1998-99; however, when additional costs are considered, it is a "hold the line" budget. In the proposed budget, the contingency has been reduced to \$100,000. Additional expenses include the mandated PERS pickup increase of 2.32% and the adoption of the 50th percentile recommendation (as suggested by the Superintendent) in the Classification Review and Salary Comparison Study done by Minnie Richards of Leadership Services, Inc. If the Legislature equalizes ESD's in the upcoming session, it could mean additional revenue for Lane ESD; however, this will not be known until May or June. The additional revenue would then be the maximum dollars to be received from the State in future years, which could eventually result in a reduction-in-force. Superintendent Carlson recommended that the cash carryover each year be enough so that money does not need to be borrowed for operation of the ESD.

An initial Budget Committee meeting will be scheduled for January 5, 1999.

9. Reports

- 9A OTIS Director David Dowrie reported on the activities of the OTIS activities (official attachment). Staff is working on realigning OTIS with current districts' needs. A key project is development of the new student services system. The second phase in the development of the student system is due to be completed by April 1999, which is anticipated to be on time. Three additional programmer/analysts have been assigned to the project. OTIS is also in the process of replacing production processors; a test machine has already been replaced. The graphic presentation software project which will enable OTIS to take current applications and present in a graphical format for access through a web browser which will allow better access to OTIS by districts. Work continues with Y2K readiness.
- 9B Special Education Director Marv Wilkerson reported that implementation of the 1998-99 resolution for services for students who are behavior disturbed is proceeding.

10. Future Agenda Items

- 10 Future agenda items include:
- A. Lane ESD Guide to Services
 - B. OTIS Update
 - C. SED Program Update

11. Next Meeting

- 11 The next meeting of the Lane ESD Board of Directors will be on Tuesday, January 26, 1999, beginning with an Executive Session to consider labor negotiations at 5:30 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:

1-26-99 BM
(date) BJM

Attachments to official
minutes:

1. Budget
Information
2. OTIS Handout

Sherry Duerst Higgins
Sherry Duerst-Higgins, Chairperson

Gene Carlson
Gene Carlson, Superintendent-Clerk

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

Office of the Superintendent
Tuesday • November 10, 1998
Minutes

LANE ESD BOARD OF DIRECTORS' SPECIAL SESSION
Tuesday – November 10, 1998

Call to Order

Chairperson Sherry Duerst-Higgins called the regular board meeting to order at noon on Tuesday, November 10, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Don Kimball, Joyce Mills, and Jim Swanson,. Administrative staff members present were Superintendent Gene Carlson, Marv Wilkerson, Frank Landrum and Barbara McBurnett.

Superintendent Search Committee Report

Two proposals were received for conducting the search process for the superintendent – Oregon School Boards Association and PNR Associates. The superintendent search committee consisting of Sherry Duerst-Higgins, Don Kimball, and Joe Berney, met on November 3, 1998, to review proposals and recommended OSBA as the agency to conduct the superintendent search. The sample timeline provided in the proposal is behind schedule; however, the timeline can be updated to complete the search process on schedule. Bob Burns will be the OSBA facilitator for the process.

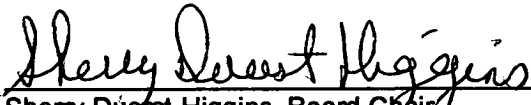
Chair Duerst-Higgins commented she would like to see Interim Superintendent Carlson remain for an additional year. Director Swanson stated his preference is to proceed with hiring a new superintendent to start July 1, 1999. Superintendent Carlson recommended that the search committee recommendation be acted upon so that the search process could begin.

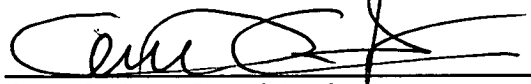
Action on Search Committee Recommendation

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts Oregon School Boards Association as the superintendent search agent for a Lane ESD Superintendent to be hired beginning July 1, 1999, using Bob Burns as the facilitator with Interim superintendent Gene Carlson acting as liaison. Director Swanson seconded and the motion passed with Directors Duerst-Higgins, Kimball, Mills and Swanson voting yes.

Meeting Adjourned

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


Sherry Duerst-Higgins, Board Chair


Gene Carlson, Superintendent

Minutes approved:
12/8/98
(date) bjm

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

- | | |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Executive Session | 1A Chairperson Sherry Duerst-Higgins called the meeting to order at approximately 5:45 p.m. 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, Jim Swanson, Superintendent Gene Carlson, Mel Boyer, Alan Livingston, Frank Landrum, Marv Wilkerson, David Dowrie, Carol Wiggins, Minnie Richards, and Barbara McBurnett, recording secretary. The meeting was adjourned at 6:45 p.m. |
| 2. Call to Order | 2A Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:00 p.m. Tuesday, October 27, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Joe Berney, Don Kimball, Jerry Miller, Joyce Mills, Jim Swanson, and advisory member Chuck Forster. Administrative staff members present were Superintendent Gene Carlson, Marv Wilkerson, David Dowrie, Frank Landrum, Mel Boyer, Alan Livingston, Carol Wiggins, and Barbara McBurnett.

Others attending were: Laura Krenk, Lynda Harris, Froydis Tyburczy, Lois Beard, Bob Coiner, Paul Weill, John Davies, Andrea Newton, and Brent Jacobsen. |
| Agenda Review | 2B There were no changes or additions to the agenda. |
| Written Communications | 2C The following written communications were included in the packet:
1998-99 Board Calendar of Events |
| 3. Statements | 3A Statements from the public: Lois Beard, LCEA negotiation chair and OTIS Field Representative commented that the LCEA will be meeting soon to determine the style of bargaining they wish to pursue. She also questioned accuracy on the Human Resources Report of the FTE change of Bob Rea, OTIS programmer.

3B Statements from the Board: Director Miller expressed concern regarding ESD preparations for the year 2000 software, hardware, and computer chips. Superintendent Carlson will prepare a report to send to Board members.

3C Statements from the Superintendent or staff: Superintendent Carlson asked Board members if any of them plan to attend the AAESA Conference in Phoenix in December. Board members indicated they would not be attending.

The Lane ESD Planetarium will be hosting an open house on November 17 for business and community members to introduce use of the Planetarium facility for meetings. |
| 4. Reports | 4A Committee Reports:

Director Swanson attended the last OTIS Executive Board meetings and reported that he supports the recommendation for the RFP for Graphic Presentation System for OTIS Applications.

4B Advisory Member Reports:

Chuck Forster reminded the Board that the Southern Willamette Private Industry Council and Lane Regional Workforce Council have consolidated to form the |

Lane Regional Workforce Partnership. Cawood Communications has been hired to develop a marketing program to begin name change recognition. Congress has passed the Workforce Investment Act which replaces the Job Training Partnership Act that has been the primary source of federal job training funds in Lane County. The Act creates workforce investment boards. The Department of Labor is drafting regulations which will be available in February so that local impact can be calculated.

Director Mills indicated an interest in having information regarding tax incentives for working poor and how legislators can be influenced in that regard. Chuck will bring information to next meeting.

- 4C Bob Coiner, Lane ESD School-to-Work Specialist, reported on the Lane County School-to-Work Program. Grant monies received between 1995 to the present total \$1,302,689. The program is operating currently with carryover funds. This successful program has provided services and staff development opportunities to better prepare Lane County youth for the 21st Century work roles. The Lane Business Education Compact has been formed by school districts, chambers, and private sectors employers which will provide long-term sustainability. Brent Jacobsen, School-to-Work Specialist for Oregon Department of Education, complimented the local program as a top School-to-Work program in the State, particularly the IDEAL system (Internet Driven Education Access Link) developed locally giving access to all 16 school districts electronically to information regarding employer opportunities for students.

5. Consolidated Information

5. Consolidated Information items included:
- IDEA Compliance Report (Special Education)
 - Plan for Improved Service and A Sustainable Future (OTIS)

6. Consolidated Action (Consent)

- 5 **DIRECTOR MILLER MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consolidated action 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- 009)**

The following Action Items were included in the Consolidated Action approval:

- A. Approve Board minutes of September 22, 1998.
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting September 22, 1998, as submitted.
- B. Approve Board work session minutes of October 13, 1998.
BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting October 13, 1998, as submitted.
- C. Approve Board members conference attendance.
BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Sherry Duerst-Higgins, Joe Berney, and Joyce Mills at the OSBA Annual Convention, November 12-15, 1998.
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.
- D. 1 –2. Accept Monthly Human Resources Report (no licensed staff changes).
BE IT RESOLVED that the Board of Directors of Lane ESD approves the Monthly Human Resources Report dated October 21, 1998.
3. Approve changes to Licensed/Certified Staff Positions—Policy GC
BE IT RESOLVED that the Board of Directors of Lane ESD approves changes to Policy GC, Licensed/Certified Staff Positions, as submitted.
4. Approve changes to Classified Staff/Classified Staff Positions—Policy GD
BE IT RESOLVED that the Board of Directors of Lane ESD approves changes to Policy GD, Classified Staff/Classified Staff Positions, as submitted.

- H. Approve RFP for Graphic Presentation System for OTIS Applications.
BE IT RESOLVED that the Board of Directors of Lane ESD approves the issuance of an RFP by OTIS to purchase and install a Graphic Presentation System for OTIS applications.

7. Business Affairs

- 7A Business Manager Mel Boyer presented the Quarterly Financial Report for the period ending September 30, 1998, and distributed the OTIS financial page which had been omitted from the Board packet (official attachment).

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Quarterly Financial Report dated September 30, 1998, as presented. Director Mills seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, BERNEY, KIMBALL, MILLER, MILLS AND SWANSON VOTING YES. (ESD Resolution 98-010)**

8. Action Items

- 8A The 1997-98 Annual Report was reviewed. Director Swanson commented the evaluation summary numbers did not always add up to the number of districts. The format could be updated to be more understandable. The State is also considering changing the format of annual reports.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Quarterly Financial Report dated September 30, 1998, as presented. Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, BERNEY, KIMBALL, MILLER, MILLS AND SWANSON VOTING YES. (ESD Resolution 98-011)**

9. Discussion Items

- 9A OTIS Director David Dowrie updated the Board on the current activities, specifically the OTIS Plan for Improved Service and a Sustainable Future. In order to take OTIS to the future, staff is focusing on the OTIS service goals to meet standardization requirements including moving from a proprietary system to an internet-style system, more reliable connections and a delivery network of integrity. A "help" desk will be established for better customer service.
- 9B The Board packet included Information updating the Special Education SED Program Agreements for the 1998-99 and 1999-2000 years. Superintendent Carlson expressed concern that component districts' need for special education services might diminish the importance of staff development services within the resolution services. Director Swanson commented on the high priority given the SED and special education programs in the annual report evaluations.

10. Reports

- 10A Superintendent Carlson reported on the status of 1999-2000 Resolutions. Production services will be removed from resolution since most of those services are utilized by ESD staff. Resolutions will be presented to Lane County Superintendents at their November meeting. The Resolutions will need to be approved at the December 8 Board meeting.
- 10B A superintendent search subcommittee needs to be formed to proceed with consideration of search firm proposals. Two proposals were received – Oregon School Boards Association and PNR Associates. Board members assigned to the search committee are Directors Duerst-Higgins, Berney, and Kimball.

11. Future Agenda
Items

- 11 Future agenda items include:
- A. OTIS Update
 - B. SED Program Update
 - C. Review/Accept Annual Audit
 - D. Guide to Services
 - E. ESD Service Goals

12. Next Meeting

12. The next meeting of the Lane ESD Board of Directors will be on Tuesday, December 8, 1998, with the regular meeting beginning at 7:00 p.m., at the Lane ESD Planetarium. 2300 Leo Harris Parkway, Eugene.

13. Adjourn

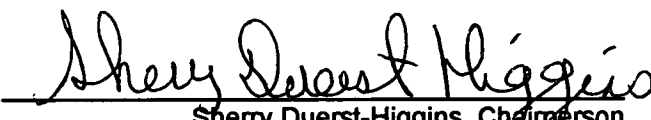
- 13 The meeting was adjourned at approximately 8:55 p.m.

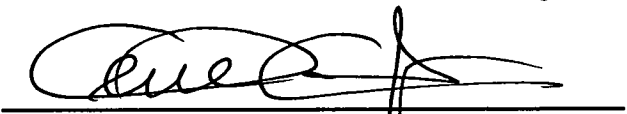
Minutes approved:

12/8/98 BM
(date) BJM

Attachments to official
minutes:

1. OTIS Quarterly
Financial Page


Sherry Duerst-Higgins, Chairperson


Gene Carlson, Superintendent-Clerk

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

Office of the Superintendent
Tuesday • October 13, 1998
Minutes

LANE ESD BOARD OF DIRECTORS' WORK SESSION
Tuesday – October 13, 1998

Call to Order

Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 5:30 p.m. Tuesday, October 13, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Joe Berney, Don Kimball, Jerry Miller, and Jim Swanson. ESD staff members present were Gene Carlson, Marv Wilkerson, David Dowrie, Mel Boyer, Alan Livingston, Carol Wiggins and Barbara McBurnett.

Additional Agenda Item—OTIS RFP for Graphic Presentation System

An informational memo was distributed for Board member review. OTIS will be requesting authority to issue a Request for Proposal for a software/hardware system to permit OTIS applications to be viewed graphically. This is a step in changing to state-of-the art OTIS programs. This item will be included on the next regular Board meeting agenda for action.

Superintendent Search

A superintendent search committee was formed. Directors Duerst-Higgins, Berney, and Kimball will serve on the committee with the assistance of Superintendent Carlson. The committee will meet at a future date to review proposals from organizations interested in conducting the search. Director Kimball commented he favored Superintendent Carlson's offer to negotiate contracts for all finalists rather than wait until a final candidate is selected to negotiate a contract. Other Board members concurred.

ESD Service Goals

A draft of service goals for Information Technology, Special Education, and Curriculum/Staff Development was distributed. Fiscal Services will also be drafting service goals. Service goals for all areas will be reviewed with component districts to determine validity and receive further input. During the Lane ESD Standardization visit last spring, it was determined that the ESD did not meet the standard for setting service goals. This process is a step towards meeting that standard. A timeline incorporating processes for service goals, resolutions, and budgeting was distributed at the last Board meeting and continues to be edited based on input from constituents to create processes that flow. Each spring, information will be gathered from districts to change or enhance service goals in June. From that information, resolutions will be developed.

Negotiations

A draft of the Reclassification Study has been received. The classified salary schedule may be compressed resulting in fewer grades for classified staff. Some salary changes are indicated. Superintendent Carlson encouraged Board members to carefully consider at what percentile they would like to see Lane ESD superintendent and staff placed. The superintendent recommended placement at an average percentile, since it would be fiscally difficult to maintain salaries at a higher rate.

Long-term goals should be set to determine who is the comparison group for rates of pay, which CPI is used and for what period of time. If these items are determined prior to negotiations, it removes some of the stress of the bargaining. Superintendent Carlson also recommended that each time fiscal information is provided to the Board, the same information should also be provided to the association. An explanation to association members regarding the need for cash carryover might be helpful to their understanding of that purpose which is to "carry" the ESD from July 1 until the time funding is received in November. An "Input Committee" consisting of the superintendent, human resource manager, a director, the association president and vice president currently meets every other week to discuss issues.


The preferred form of negotiations (collaborate or traditional) was discussed. Board members expressed a preference for collaborative bargaining; however, the Board requested that LCEA determine the style of bargaining they wish to pursue. ESD attorney Joe Richard's has asked about his role in negotiations in the coming year. If collaborative bargaining occurs, Joe will not be at the table. His role would be to write language as needed.

Director Swanson commented that the group of non-represented staff have typically been granted the same negotiated terms as LCEA. He suggested perhaps the non-represented group should consider their needs as a group and submit them to the Board.

Meeting Adjourned

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


Sherry Duerst-Higgins, Chairperson


Gene Carlson, Superintendent-Clerk

Minutes approved:

10/27/98
bjm

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – September 22, 1998

1. Call to Order

- 1A Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:00 p.m. Tuesday, September 22, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Joe Berney, Don Kimball, Jerry Miller, Joyce Mills, Jim Swanson, and Chuck Forster,. Administrative staff members present were Superintendent Gene Carlson, Marv Wilkerson, Frank Landrum, David Dowrie, Alan Livingston, Mel Boyer, Carol Wiggins, and Barbara McBurnett, recording secretary.

Others attending were: Laura Krenk, Lynda Harris, Carol Knobbe, Lori Hornfelt, Jeff Foreman, Donna Telep-Manclark, and Dawn Reske.

Written
Communications

- 1B The following written communications were included in the packet:
- OSBA Annual Convention Information
 - 1998-99 Calendar of Events

2. Statements

- 2A No statements from the public were made.
- 2B Board statement:
Chair Duerst-Higgins noted that a letter of resignation had been received from Board member Glen Weathers. This items will be added to the agenda as 6B for action.
- 2C Superintendent or staff statements:
Superintendent Carlson noted that Board packets now have consecutively numbered pages with the agenda indicating those page numbers.
- 2D A video created by ESD staff member Cameron Yee highlighting the Lane ESD exhibit at the Lane County Fair Tech Expo was shown. The focus of the exhibit was how Lane ESD helps schools with instructional technology.

3. Reports

- 3A Committee and liaison reports:
LCOG – Director Miller reported that LCOG will be receiving a report from the Public Safety Coordinating Council regarding the upcoming PSCC Levy and Bond. LCOG will be asked to make a public endorsement of the levy/bond.
- OTIS Executive Committee – Director Mills will not be available to attend the OTIS Executive Board meeting on October 12. Director Swanson will attend as alternate.
- OSBA Board – Chair Duerst-Higgins reported that the OSBA Board will be meeting to finalize legislative policy.
- 3B Chuck Forster, Executive Director of Southern Willamette Private Industry Council was welcomed to the Board as a new advisory member for employment training. To reduce growing redundancy, Southern Willamette Private Industry Council and Lane Regional Workforce Council will combine to form Lane Regional Workforce Partnership of which Chuck will be the Executive Director. A "one-stop career center" will be created for easier access to services by youth, adults and dislocated workers.

- 3C Carol Knobbe and Lori Homfelt presented "Using Technology with Life Skills Students". In 1993, the Lane ESD Board approved a five-year plan to incorporate technology into life skills classrooms. Each classroom now has at least two McIntosh computers, one printer, a networked computer, and one e-mail account.

Computers are incorporated into students' daily activities for varying levels of student skills. Providing technology to students has had a positive effect on meeting IEP goals and communication skill building.

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 and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, BERNEY, KIMBALL, MILLER, MILLS, and SWANSON AND VOTING YES. (ESD Resolution # 98-008)**

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 August 25, 1998, meeting as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated September 17, 1998, and approves the following personnel actions as recommended:
- Dorothy Dilliplane—Teacher/Consultant, from .8 to 1.0 FTE, 9/2/98
 - Gail Galbreath-Sheredy—Teacher/Cons, from .8 to 1.0 FTE, 9/2/98
 - Christopher Michaels—Teacher/Consultant, from .4 to .5 FTE, 9/2/98
 - Mel Boyer—Appointment to Business Manager, 8/28/98
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the August 1998 Financial Report as submitted.

5. Business Affairs

- 5A Additional Board committee assignment discussion and designations were continued from the August meeting:
Negotiations Committee – Sherry Duerst-Higgins and Don Kimball (Jim Swanson, alternate)
Foundation Board – Joe Berney
 A third designation to the Board/Administrative, Confidential & Management Communications Committee will be made after a new Board member is appointed.

6. Action Items

- 6A The revised Staff Ethics Policy GBC showing cross references to other policies was submitted for approval.
- DIRECTOR KIMBALL MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approves Staff Ethics Policy GBC as submitted. Director Berney seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, BERNEY, KIMBALL, MILLER, and MILLS VOTING YES. DIRECTOR SWANSON VOTED NO. (ESD Resolution # 98-009)**
- 6B Director Glen Weather submitted his resignation dated September 22, 1998, to the Lane ESD Board of Directors effective immediately (official attachment). The Board expressed appreciation for Director Weathers' years of service to Lane ESD.
- DIRECTOR KIMBALL MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the resignation of Director Glen Weathers effective immediately. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, BERNEY, KIMBALL, MILLER, MILLS, and SWANSON AND VOTING YES. (ESD Resolution # 98-010)**

7. Discussion Items

- 7A Revisions to policies GC Licensed/Certified Staff Position and GD Classified Staff/Classified Positions were included in the Board packet for the first reading. Changes to these policies coincide with the newly approved Ethics Policy which prohibits the supervision of family members. Policies GC and GD will be submitted at the October Board meeting for a second reading and approval. Director Swanson commented that some of the new language may have redundancies.
- 7B Superintendent Carlson submitted in the Board packet a tentative hiring timeline for the hiring of the Superintendent. He encouraged the Board to decide by the October Board meeting the process for hiring and whether an outside agency will be contracted to conduct a search. Superintendent Carlson will provide a list of organizations which conduct superintendent searches. Chair Duerst-Higgins will organize a subcommittee to review the hiring process. Review of the Board mission/vision could also be considered.
- 7C Superintendent Carlson and Special Education Director Marv Wilkerson discussed with the Board the progress of modifications to the Lane School/SED program. Both have been meeting with the subcommittee of superintendents and special education coordinators. Minutes of the September 17 meeting were distributed (official attachment). Some interest has been expressed by superintendents for additional special education services which would require a review of current resolutions.
- 7D Superintendent Carlson recommended to the Board that monthly work sessions should be scheduled for the opportunity to discuss issues including ESD service goals and superintendent search process. A work session was scheduled for October 13 at 5:30 p.m. to discuss these two issues. The superintendent also noted that Executive Sessions prior to regular Board meetings will become necessary due to the upcoming LCEA negotiations.
- 7E Superintendent Carlson suggested a new Board agenda format that would incorporate a wider range of items into the consent agenda. Consent items would be separated into "Consolidated Action" and Consolidated Information". Board members could request to have items moved to another section of the agenda for discussion. There was a consensus of the Board to try the consent agenda change.

8. Reports

- 8A Superintendent Carlson presented a resolution process timeline which will serve as a tool for resolution and budget development as well as setting ESD service goals. Lane County superintendents have also been given the timeline.
- 8B Special Education Director Marv Wilkerson reported on the Life Skills, Lane School, and Skipworth programs student enrollment for the 1998-99 school year. Due to increased enrollment in the Urban Life Skills Program, an elementary classroom has been added this year.

9. Future Agenda Items

- 9 Future agenda items include:
1. OTIS Update
 2. SED Update
 3. Reclassification Study
 4. Negotiations
 5. Annual Report
 6. Guide to Services
 7. School-to-Work Report

10. Next Meeting

- 10 The next regular meeting of the Lane ESD Board of Directors will be on Tuesday, October 27, 1998, beginning with an Executive Session to consider labor negotiations at 5:30 p.m., with the regular meeting beginning at 7:00 p.m., at the ESD Center Building.

11. Adjourn

11 The meeting was adjourned at approximately 8:55 p.m.


Minutes approved:

10/27/98 BJM
(date) BJM

Attachments to official minutes:

1. Weathers
Resignation
2. Special Ed
Subcommittee
Minutes


Sherry Duerst-Higgins, Chairperson


Gene Carlson, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – August 25, 1998

1. Call to Order

- 1A Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:00 p.m. Tuesday, August 25, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Jerry Miller, Joyce Mills, and Jim Swanson. Administrative staff members present were Superintendent Gene Carlson, Marv Wilkerson, David Dowrie, Frank Landrum, Alan Livingston, and Barbara McBurnett.

Others attending were: Jeff Foreman, Laura Krenk, and Lynda Harris.

Written
Communications

- 1B The following written communications were included in the packet: OTIS update, OSBA Fall Regional Meeting information, and 1998-99 Board Calendar of Events.

2. Statements

- 2A No statements from the public were made.
- 2B No statements from the Board were made.
- 2C Superintendent Carlson stated that a Lane ESD Board member should serve on the Lane Education Foundation Board of Directors. This would indicate support by the Board and would also be a communication link. Chair Duerst-Higgins asked Superintendent Carlson to pursue this issue.

3. Reports

- 3A Committee and liaison reports:
OSBA Board: Director Duerst-Higgins reported that she is on the nominating committee for officers, and that the Legislative Committee will be meeting on September 18 and 19.
- 3B Advisory Board members were not present.
- 3C Human Resource Manager Alan Livingston presented information regarding the upcoming Staff Inservice. There will be three sessions: new employees on August 27 in the morning; and August 27 and September 3 in the afternoons for returning employees. Employees will receive information on both mandatory and optional programs. Special emphasis will be given to harassment issues with ongoing training provided during the 1998-99 year.

4. Consent Agenda

- 4 **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, MILLER, MILLS, and SWANSON VOTING YES. (ESD Resolution # 98-005)**

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 28, 1998, meeting as submitted.

- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its August 11, 1998, work session as submitted.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated August 18, 1998, and approves the following personnel actions as recommended:

Appointments:

- Kristin Gunson, School Improvement Specialist, 8/3/98
- Christopher Hull, Lane School Teacher, 9/1/98

Change of Status:

- Annette Thompson, from .7 FTE to .9 FTE

5. Business Affairs

- 5A Board Committee assignments were reviewed and the following designations made:

LCOG – Jerry Miller

OTIS Executive Board – Joyce Mills

Committee to Review Superintendent's Salary & Contract – Sherry Duerst-Higgins and Jerry Miller

Board/Administrative, Confidential & Management Communications Committee – Jim Swanson, Joyce Mills, and a third member will be designated when all Board members are present

Negotiations Committee – Designations will be made when all Board members are present.

A Lane Education Foundation member will also be designated when all Board members are present.

6. Action Items

- 6A The Lane ESD Standardization Report was reviewed in detail at the August 11, 1998, Work Session.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Lane ESD Standardization Report dated April 21-23, 1998. Director Mills seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, MILLS, and SWANSON VOTING YES.** (ESD Resolution # 98-006)

- 6B Superintendent Carlson recommended that Chuck Forster, Executive Director of the Southern Willamette Private Industry Council, be appointed to the vacant Employment Training advisory position.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD appoints Chuck Forster to the Employment Training Advisory Position for a two-year term effective immediately and ending June 30, 2000. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, MILLS, and SWANSON VOTING YES.** (ESD Resolution # 98-007)

7. Discussion Items

- 7A The proposed Ethics Policy GBC was presented as the first reading. This is changed from previous versions by removing sections on supervising family members and romantic relationships. ESD attorney Joe Richards and OSBA attorney Dave Turner have recommended the current version. Director Swanson asked that related policies be cross referenced. This information will be included in the next reading.

- 7B Superintendent Carlson recommended that the July 1999 Board meeting be held as early in the month as possible in order to allow Board members and ESD staff an opportunity to schedule a two-week vacation without affecting normal Board meeting routines. Board members agreed that this would be a good idea and would also allow for rescheduling of the July meeting if a quorum were not in attendance at the first July meeting. The date was tentatively set for Tuesday, July 6, 1999.

8. Reports

- 8A Information Technology Director David Dowrie distributed information (official attachment) and reported on the SAS70 Audit recently completed by PricewaterhouseCoopers LLP. This audit was a third-party internal controls audit of the OTIS business software. The results of the audit validate the procedures and controls established for the software. Copies of this report are made available to all superintendents and business managers of consortium members. The audit also reduces audit cost for each consortium members' financial statement review which in turn eliminates the need for OTIS staff to respond to audit requests from multiple user auditors.
- 8B In order to assure that laws governing ESD goals and activities, Superintendent Carlson has developed a resolution process timeline. The timeline includes both resolution and budget adoption activities. This timeline has been sent to Lane County superintendents and will be discussed at the September 17 superintendents' meeting.
- 8C Superintendent Carlson reviewed the status of the Seriously Emotionally Disturbed (SED) program. For the 1998-99 year, the K-3 classroom will be housed at Clear Lake Elementary School in the Bethel School District. The 9th graders at Lane School will be transitioned out over the 1998-99 year. There will not be 4th and 5th graders this year. The Lane School staff will collaborate with districts to determine placement of students at Lane School, but will be the decision makers. Lane School staff will assist districts in placement of students who are not admitted to Lane School.

For the 1999-2000 year, changes will be more extreme with the program becoming an elementary (K-8) program. Larger districts has indicated they would rather have the dollars than the staff or slots for students. Director Duerst-Higgins indicated that the ESD needs to determine circumstances the ESD would provide cash rather than services. Superintendent Carlson recommended changing the fee structure charged to districts for students in the SED program. Currently districts are charged \$5.00 per day—the superintendent recommends \$26.00 per day be charged.

The ESD is currently conducting a search for a Lane School Supervisor (to replace Michael George who resigned). In the interim, Special Education Director Marv Wilkerson will act as the administrator in charge while teacher/consultants will be designated to act as head teacher.

- 8D A schedule for ESD program and service reports for 1998-99 Board meetings was presented in the Board packet. Superintendent Carlson commented on changes: the October 27 report will be on School-To-Work program; the April 27 report will be Graphics/Production Services; and the SED program will be reported on monthly.

9. Future Agenda Items

- 9 Future agenda items include:
- A. OTIS Update
 - B. Lane School Update
 - C. Resolution Process
 - D. New Policies—Instruction and Support Service Goals.

10. Next Meeting

10. The next meeting of the Lane ESD Board of Directors will be on Tuesday, September 22, 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 8:30 p.m.

Minutes approved:

BM 9-22-98
(date) BUM

Attachments to official
minutes:

1. SAS70 Third-
Party Review

Sherry Duerst Higgins
Sherry Duerst-Higgins, Chairperson

Gene Carlson
Gene Carlson, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' WORK SESSION
Tuesday – August 11, 1998

Call to Order

Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 6:00 p.m., Tuesday, August 11, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Joe Berney, Jerry Miller, Joyce Mills, and Jim Swanson,. Others in attendance were Superintendent Gene Carlson, Recording Secretary Barbara McBurnett; and staff members Frank Landrum, David Dowrie, Carol Wiggins, Jeff Foreman, and Lynne Bronson.

Discussion

The work session purpose as outlined in the agenda is to review the Lane ESD Standardization Report dated April 1998. Lane Education Service District received a standard designation; however, instructional and support service goals for most programs need to be written. These Board adopted goals required in OAR 581-24-225 are in the process of development. The annual evaluation process indicates component districts shall participate in the goal setting process (OAR 581-24-226(3)). The Oregon Department of Education will visit Lane ESD in spring 1999 to validate implementation of this requirement.

- A. Recommendation 1.0 – Expose more general fund dollars to the resolution process.
 - ODE recommends 70%; Lane ESD budget is currently at 71.1% for resolution services.
- B. Recommendation 1.1 – New OTIS student services package implementation.
 - OTIS is moving forward with processes to begin development of the new software package. OTIS Director David Dowrie presented information to the Board reviewing current status and plans to position OTIS to meet required goals. Additional staff will be necessary in order to meet the two-year timeline. OTIS also needs to change the way it operates on a day-to-day basis, moving from a maintenance to a sustained development structure.
- C. Recommendation 2.0 – Examine planning process in preparing resolution services.
 - Superintendent Carlson will develop a “resolution timeline” to assist in planning resolution services including obtaining input and feedback from component districts.
- D. Recommendation 2.1 – Lane School transition planning process.
 - Component district superintendents have indicated they expect the SED program provided by Lane ESD to be an elementary program. Superintendent Carlson will be meeting with Lane School staff to discuss current changes and 1999-2000 specifics. The Public Safety Coordinating Council has proposed a \$4 million grant that would include a 100-student secondary program to be run by Lane ESD, which could dramatically effect current operation. Director Swanson asked Superintendent Carlson to prepare a summary of the PSCC proposal. The superintendent commented that the ESD is obligated to determine district needs and provide programs to assist in meeting those needs.

- E. Recommendation 2.2 – Policy to guide dollars-in-lieu of services.
 - The Board plans to discuss this topic in further detail .

- F. Recommendation 3.0 – Follow through with reclassification and pay study.
 - The study is progressing and a report will be available in September.

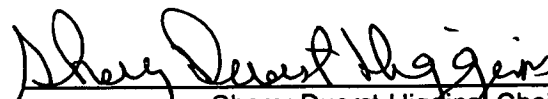
- G. Recommendation 3.1 – Suspend further implementation of HPO.
 - This has been done; however, certain elements of the process can be utilized to involve and empower staff.


- H. Recommendation 3.2 – Disband Education Design Team.
 - The EDT was dissolved in May.

- I. Recommendation 3.3 – Interim Superintendent hiring.
 - Interim Superintendent Gene Carlson has been hired for the 1998-99 year. The recommended goals are completed or are in the process of completion.
Goals:
 - 1. Improving relations with local districts – Superintendent Carlson has met with superintendents as a group and has been meeting individually to establish improved relationships.
 - 2. Hiring new directors for the business office, and the divisions of special education, and curriculum and instruction – The Business Manager interview process is proceeding.
 - 3. Developing and implementing a transition plan for the SED program consistent with components' needs – This is currently in progress.
 - 4. Suspending HPO and Education Design Team activities – This has been done.
 - 5. Going forward with the reclassification and pay study – This is progressing.

Meeting Adjourned

The meeting was adjourned at 6:45 p.m.


Sherry Duerst-Higgins, Chairperson


Gene Carlson, Superintendent-Clerk

Minutes approved:

8-25-98
bjm

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

- | | |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Special Session | <div style="display: flex; align-items: flex-start;"><div style="width: 30px; text-align: right; padding-right: 10px;">1A</div><div><p>Chairperson Sherry Duerst-Higgins called the meeting to order at 6:00 p.m. on July 28, 1998, in a Special Session to interview applicants for Board Position 2, Zone 2, vacated by Frank Nearing upon his resignation at the June 23, 1998, Board meeting. Board members attending were: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Jim Swanson, and Glen Weathers. Others attending were Superintendent Gene Carlson, recording secretary Barbara McBurnett, Marv Wilkerson, Carol Wiggins, and Jeff Foreman.</p><p>Board members interviewed three applicants for the vacant position: George Alvergue, Joe Berney, and Gerry Gaydos. The appointment of the successor will occur in the regular Board meeting that follows.</p><p>The special session was adjourned at 6:48 p.m.</p></div></div> |
| 1. Call to Order
Regular Session | <div style="display: flex; align-items: flex-start;"><div style="width: 30px; text-align: right; padding-right: 10px;">2A</div><div><p>Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:00 p.m. Tuesday, July 28, 1998, in accordance with the agenda and public notice of the meeting.</p><p>Board Members present were Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Jim Swanson, and Glen Weathers. Administrative staff members present were Superintendent Gene Carlson, Marv Wilkerson, David Dowrie, Gwen Gardner, Alan Livingston, Jeff Foreman, Carol Wiggins, and Barbara McBurnett, recording secretary.</p><p>Others attending were: Laura Krenk, Lynda Harris, Froydis Tyburczy, and Marvin Mayhugh.</p></div></div> |
| Agenda Review | <div style="display: flex; align-items: flex-start;"><div style="width: 30px; text-align: right; padding-right: 10px;">2B</div><div><p>There were no changes or additions to the agenda.</p></div></div> |
| Organization of the
Board for 1998-99 | <div style="display: flex; align-items: flex-start;"><div style="width: 30px; text-align: right; padding-right: 10px;">2C</div><div><p>The organizational meeting includes election of Board officers.</p></div></div> |
| Election of
Chairperson | <p>Chair pro-tem Sherry Duerst-Higgins opened the floor for nominations for Board Chair for 1998-99.</p> <p>Director Mills nominated Sherry Duerst-Higgins. Director Swanson nominated Jerry Miller. Director Kimball moved that the nominations be closed and a vote be taken. Ballots were cast. There were four votes for Director Duerst-Higgins (Directors Duerst-Higgins, Kimball, Mills, and Weathers) and two votes for Director Miller (Directors Miller and Swanson). Sherry Duerst-Higgins was declared elected Chairperson for 1998-99. (ESD Resolution # 98-001)</p> |
| Election of
Vice-Chair | <p>Director Kimball nominated Jerry Miller as Vice-Chair. There being no other nominations, a unanimous ballot was cast to elect Jerry Miller. Jerry Miller was declared elected Vice-Chair of the Lane ESD Board for 1998-99. (ESD Resolution # 98-002)</p> |
| Appointment of
Board Member for
Position # 2 | <div style="display: flex; align-items: flex-start;"><div style="width: 30px; text-align: right; padding-right: 10px;">2D</div><div><p>Applicants George Alvergue, Joe Berney, and Gerry Gaydos were interviewed for Position # 2 in the special session prior to the regular Board meeting. According to the adopted procedure (Board Policy BBE), when there are three or more candidates, Board members each vote for two candidates until two candidates have a greater number of votes than any other.</p></div></div> |

On the first ballot, applicant George Alvergue received two votes, applicant Joe Berney received six votes, and applicant Gerry Gaydos received four votes.

Board member votes were counted as follows:

Director Duerst Higgins voted for Joe Berney and Gerry Gaydos.
 Director Kimball voted for Joe Berney and Gerry Gaydos.
 Director Miller voted for George Alvergue and Joe Berney.
 Director Mills voted for Joe Berney and Gerry Gaydos.
 Director Swanson voted for George Alvergue and Joe Berney.
 Director Weathers voted for Joe Berney and Gerry Gaydos.

The Board members then selected the new member by majority vote of each Board member, again in accordance with its adopted policy.

In the final ballot, Directors Duerst-Higgins, Miller, Mills, Swason, and Weathers voted for Joe Berney. Director Kimball voted for Gerry Gaydos.

Action Declaring Vote

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD has canvassed the Board's votes to fill the vacant Board position #2 and declares JOE BERNEY as duly appointed to that position. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97- 003)**

The Oath of Office was administered to Joe Berney by Chair Duerst-Higgins. Director Berney was seated at the meeting as a regular Board member.

Written Communications

The following written communications were included in the packet:

- 1998-99 Board Calendar of Events

3. Statements

- 3A No statements from the public were made.
- 3B Director Kimball commented he would like to receive future information on OSBA Self-Insuring Health Benefits
- 3C
- Superintendent Carlson commented he looks forward to guiding Lane ESD in the year ahead.
 - Superintendent Carlson commented that 19 applications were received for the Business Manager position. He thanked Gwen Gardner for her professionalism while serving as Lane ESD Business Manager.

4. Reports

- 4A
- Director Miller reported that LCOG is considering being the host organization for a telephone system for community emergency notification which would notify residents of emergency events.
 - Director Mills asked about the job classifications report. Human Resource Manager Alan Livingston commented that a report will be ready in September.
- 4B Advisory Board member Susie Dey reported that she will be on medical leave August 10 through October 12, 1998. Susie will have an SCF staff member report at a future Board meeting regarding the community safety net 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 Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, BERNEY, KIMBALL, MILLER, MILLS, SWANSON AND WEATHERS VOTING YES.** (ESD Resolution # 97- 004)

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 16, 1998, meeting as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its June 17, 1998, meeting as submitted.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its June 23, 1998, meeting as submitted.
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated July 22, 1998, and approves the following personnel actions as recommended.

Appointments:

Don Brown, School Improvement, Specialist, 8/3/98

Robert Curtis, School Improvement, Specialist, 8/3/98

Mary Jean Knoll, Specialist, Prevention/Intervention, 8/98

Change of Status:

Marietta Van Eekeren, Autism Consultant, from .5 to .75 FTE, 7/1/98

Barbara Tolbert, Autism Consultant, from 1.0 to .75 FTE, 7/1/98

- E. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the 1998-99 Board meeting calendar as submitted. The dates are:

- July 28, 1998
- August 25, 1998
- September 22, 1998
- October 27, 1998
- December 8, 1998
- January 26, 1999
- February 23, 1999
- March 16, 1999*
- April 27, 1999
- May 25, 1999
- June 22, 1999

- F. The Board of Directors of Lane ESD approved the 1998-99 Routine Fiscal Designations as submitted:

BE IT RESOLVED that the board of Directors hereby designates Gene Carlson as Clerk of the District and Custodian Funds for the Fiscal Year 1998-99 in accordance with ORS 334.225.

BE IT RESOLVED that the Board of Directors of Lane ESD appoints Gene Carlson as Budget Officer for the District for Fiscal Year 1998-99, in accordance with ORS 294.331.

BE IT RESOLVED that the Board of Directors of Lane ESD designates Gene Carlson 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 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 Gene Carlson, and Business Manager when hired, as signatory for all district financial accounts for Fiscal Year 1998-99.

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Clerk's Bonds for Gene Carlson for the face amount of \$100,000 and for the Business Manager, when hired, for the face amount of \$100,000.

BE IT RESOLVED that the Board of Directors of Lane ESD designates the following financial institution as official depositories for District funds during the 1998-99 Fiscal Year: 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).

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Superintendent Gene Carlson 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 Pool:

Gene Carlson, Pam Bonebright, and Business Manager, when hired.

G. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves budget committee meeting calendar as follows:

- Tuesday, May 4, 1999 at 7:00 p.m.
- Tuesday, May 11, and Tuesday, May 18 (if necessary)

H. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the following official designations:

- Legal Counsel – Joe Richards of Luvaas, Cobb, Richards & Fraser
- Auditors – Jones and Roth, P.C.
- Newspaper – Register Guard

6. Business Affairs

6A There were no business affairs on the agenda.

7. Action Items

7A There were no action items on the agenda.

8. Discussion Items

8A For the 1999-2000 budget, the Board will need to appoint two constituent district Board members to the budget committee. The three-year terms which expired on June 30, 1998, are: Zone 4 (Bethel); and At-Large, Position 6 (currently Lowell). At the Board's request, Superintendent Carlson will contact the superintendents and board chairs of the two districts and ask that the current members be re-appointed. If they are unable to accept the appointments, Board chairs will be asked to recommend another member.

8B Superintendent Carlson reviewed the draft Ethics Policy GBC. He has been in contact with Mike Whittmayer, OSBA Director of Policy Services, regarding the proposed policy. Additional information will be provided at the next meeting.

9. Reports

- 9A OTIS Director David Dowrie gave an OTIS progress report based on information included in the Board packet. OTIS is a consortium of school districts and ESD's in Oregon started 30 years ago with a federal grant. OTIS is now an enterprise program within Lane ESD and charges fees for services. There are 73 consortium members as well as the OTIS Executive Board, Business and Student Standing Committees and focus groups who assist in guiding policies, priorities and products.

Recent OTIS successes include implementation of new general ledger software, updated business services software to be year 2000 compliant, completion of market research project on software in use at all Oregon schools. Development of new student system software has refocused the mission and strategies of OTIS staff. The investment in development of the new software will require sustaining current revenue flow and retaining current customers.

The audit of the OTIS business services software will be completed in August. Director Dowrie will regularly report to the Board, including a monthly written report in the Board packet, on the status of OTIS projects.

- 9B Superintendent Carlson will be providing updates on Lane School transition to include elementary students as information is available.

10. Future Agenda Items

- 10 Future agenda items include:
- Review Board Committee Assignments
 - Review/Approve Ethics Policy

11. Next Meeting

- 11 The next meeting of the Lane ESD Board of Directors will be on Tuesday, August 25, 1998, with the regular meeting beginning at 7:00 p.m., at the ESD Center Building.

12. Adjourn

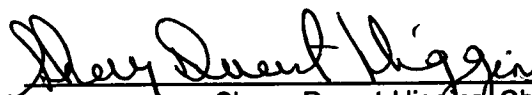
- 12 The meeting was adjourned at approximately 7:55 p.m.

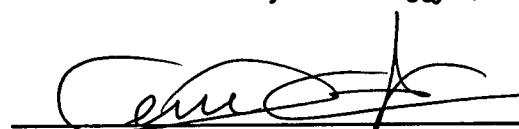
Minutes approved:

8-25-98
(date) BJM

Attachments to official minutes:

none


Sherry Duerst-Higgins, Chairperson


Gene Carlson, Superintendent-Clerk