

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

BOARD MEETING
Thursday, August 11, 2016
Regular Meeting: 6:00 PM

Special Session 3:00 p.m.

**LANE ESD BOARD MEETING
AGENDA**

August 11, 2016

1. Call Special Session Meeting To Order
Presenter: Chair Chris Culver
Time: 3 minutes
2. Board Retreat: Legislation 101
Understanding the role of Legislature and how to advocate for your schools.
Presenter: Jim Green, OSBA
Time: 80 minutes
3. Break
Time: 10 minutes
4. SMART Goals
Assistant Superintendent will provide an overview of SMART Goals:
Specific – target a specific area for improvement.
Measurable – quantify or at least suggest an indicator of progress.
Assignable – specify who will do it.
Realistic – state what results can realistically be achieved, given available resources.
Time-related – specify when the result(s) can be achieved.
Presenter: Assistant Superintendent Carol Knobbe
Time: 10 minutes
5. Lane ESD's Bold Steps
Superintendent Sullivan will review Lane ESD's five Bold Steps:
 1. Creating and Implementing Innovative Initiatives that Directly Impact or Influence Student Success
 2. Supporting Best Instructional Practices
 3. Modeling and Promoting Equitable Practice for All
 4. Leadership – Leveraging Education and Community Partners
 5. Strong Student Centered Advocacy

Presenter: Superintendent Larry Sullivan
Time: 20 minutes
6. Dinner
Dinner will be available at 5:00 p.m.

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.

Presenter: Lane ESD Board and Others

Time: 10 minutes

7. Board Goal Setting

The Board will develop individual SMART goals as related to the Lane ESD Strategic Plan. Each Board member will identify two areas they want to write a goal in and formulate a draft of their two individual goals. Board members will share their draft goals with the full Board during the last thirty minutes of this period. Individual Board goals will be finalized at the September Board meeting.

Presenter: Superintendent Larry Sullivan

Time: 50 minutes

8. Close of Special Session

Presenter: Chair Chris Culver

Time: 2 minutes

9. Call Regular Meeting To Order

Presenter: Chair Chris Culver

Time: 3 minutes

10. Welcome

Guests attending the meeting will be introduced.

11. Public Participation

This is an opportunity for the audience to address the Board on topics either on, or not on, the agenda. There will also be opportunities for the audience to comment on specific agenda items as the Board addresses them.

12. Agenda Review

The agenda will be reviewed for changes or additions.

13. Review Board Member Application for Zone 2 Vacancy - Interview Board Member Applicant

The Board will review the application(s) received in response to the announcement of the Board's Zone 2 vacancy.

Oregon School Boards Association offers the following sample interview questions:

1. Tell us a little about yourself. Why are you interested in filling the open ESD Board seat?
2. What particular strengths will you bring to this ESD Board?
3. How do you view the Board's role versus the administration's role in running Lane ESD?
4. As an individual ESD Board member, how would you handle a situation where the Board takes a position that you do not agree with? How about if that position was something you actively campaigned on?
5. Describe how you would maintain a positive relationship with other board members during times of disagreement.
6. What do you expect to be the greatest challenge about ESD Board service?
7. What other commitments do you have that may keep you from Board work?

Presenter: Chair Chris Culver

Time: 20 minutes

A. Vote and Appoint New Board Member

The law contains no guideline for selection potential candidates to fill a vacant Board position. The statutes do provide qualifications, however. Applicants for vacant positions must be registered voters and residents of the district for one year immediately prior to the appointment (ORS 332.018(2)).

Once a replacement has been identified then current board members vote to appoint the applicant selected to fill the vacant seat. All voting must occur in public and cannot be done using any form of a secret ballot method.

A person who fills a vacancy serves until the June 30 following the next regular district election, which takes place in May of odd-numbered years. At that election, an individual is elected to serve either the unexpired portion of the four-year term or a new four-year term.

Presenter: Chair Chris Culver

Time: 10 minutes

1. Oath of Office For New Director

The Board Chair will administer the Oath of Office to the newly appointed Board member for Zone 2, Position 2.

The Oath of Office reads as follows:

I, (newly appointed Board member name), do hereby affirm that I will support the Constitution of the United States, the constitution and the laws of the state of Oregon, and the policies of Lane Education Service District. During my term, representing Zone 2, Position 2, I will faithfully and impartially discharge the responsibilities of the office to the best of my ability.

Presenter: Chair Chris Culver

Time: 5 minutes

14. Action Items

A. Consent Agenda

The Lane ESD Board of Directors has agreed to implement a consent agenda. All items in the consent agenda are adopted by a single motion unless a member of the Board or the Superintendent requests that such item be removed from the consent agenda and acted upon separately.

Generally, consent agenda items are matters which members of the Board agree are routine in nature and should be acted upon in one motion to conserve time and to enable the Board to focus on the other matters on the agenda.

Back-up materials for consent agenda items are included in the agenda packet as needed. Minutes of this meeting will reflect action on each item.

If any board member wishes to withdraw any consent group item, it will be moved to the appropriate section of the agenda.

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 June 28, 2016 (attachment)

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting June 28, 2016, as submitted.

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

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated August 2, 2016.

Presenter: Chair Chris Culver

Time: 5 minutes

B. Accept Financial Report for June 2016

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Financial Report for June 2016.

Presenter: Chair Chris Culver

Time: 5 minutes

15. Approve Superintendent and Assistant Superintendent Contract Amendment for 2015-18

The Board will act to approve the Superintendent's and Assistant Superintendent's employment contract amendments for the 2016-17 year. The amendment includes changes to the Superintendent's compensation and benefits as agreed during the Superintendent's evaluation on June 28, 2016.

Presenter: Chair Chris Culver

Time: 2 minutes

16. Discussion/Reports

Presenter: Chair Chris Culver

A. Board Member District and Agency/Committee Assignments

The Board will discuss previous Board Member District and Agency/Committee Assignments, and make assignments for the 2016-17 school year.

Presenter: Chair Chris Culver

Time: 5 minutes

B. Board and Superintendent Agreements

The Board will review Board and Superintendent agreements.

Presenter: Chair Chris Culver

Time: 5 minutes

C. Professional Development/Conference Attendance for Board Members

1. OSBA Annual Fall Conference attendance (November 10-13, 2016)
2. OSBA Fall Regional Meeting at Lane ESD (tentative October 11, 2016)
3. OAESD Spring Conference (May 18-20, 2017)
4. OSBA Summer Camp (date TBD)

3. Professional Development Opportunities

Presenter: Chair Chris Culver

Time: 8 minutes

D. OSBA Summer Camp Report Out

Attendees at the OSBA Summer Camp will report out to the group on the conference.

Presenter: Chair Chris Culver

Time: 5 minutes

E. Policy First Reads

Presenter: Chair Chris Culver, Assistant Superintendent Carol Knobbe

Time: 5 minutes

1. DJC-AR Special Procurements and Exemptions to Competitive Bidding

A change in Oregon Revised Statute (ORS) 279B.065 Small Procurements, increased the limit for small procurements from \$5,000 to \$10,000.

2. GBM - Staff Complaints

The Legislature passed House Bill (HB) 4067 in 2016 effectively changing the Whistleblowing section in the Oregon Revised Statute and added new provisions for whistleblowers. Due to the new provisions for whistleblowers, OSBA created a new separate required sample policy, GBMA - Whistleblower, and revised the policy language in policy GBM - Staff Complaints.

3. GBMA - Whistleblower

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4. GCBDC/GDBDC - AR - Employee Request for Domestic Violence, Harassment, Sexual Assault or Stalking Leave

This is a new form for employees to use in the ESD. The new form complies with the requirement in Oregon Revised Statute 659A.280 that an employee who requests domestic violence, harassment, sexual assault or stalking leave, shall provide the ESD with reasonable advance notice, unless advance notice is not feasible.

5. GCDA/GDDA - Criminal Records Checks/Fingerprinting & GCDA/GDDA - AR - Criminal Records Checks/Fingerprinting

The reference to the Employment Department has been updated to reflect the Oregon Department of Education, Child Care Division as the agency responsible for establishing rules for criminal record checks and fingerprinting, for all contractors and/or their employees providing service to the ESD.

6. JFC - Student Conduct

The added language in sample policies JFC - Student Conduct and JG - Student Discipline was recommended by OSBA legal staff in response to cases and conversations at a recent School Law Conference. The language offers an option for the ESD to apply student conduct expectations and rules on discipline to students while they are traveling to and from school, at the bus stop, at ESD or school-sponsored events, while at other schools operated by the ESD and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

7. JG - Student Discipline

The added language in sample policies JFC - Student Conduct and JG - Student Discipline was recommended by OSBA legal staff in response to cases and conversations at a recent School Law Conference. The language offers an option for the ESD to apply student conduct expectations and rules on discipline to students while they are traveling to and from school, at the bus stop, at ESD or school-sponsored events, while at other schools operated by the ESD and while off campus,

8. JHCDA - Prescription Medications & JHCD/JHCDA AR - Prescription and Nonprescription Medication

Senate Bill (SB) 875, passed in the 2015 Legislative session, requires modification to Oregon Administrative Rule (OAR)581-021-0037. SB 875 directed the State Board of Education to adopt rules under which school personnel may administer medications that treat adrenal insufficiency to students experiencing symptoms of adrenal crisis; these rules have been adopted and revisions to board policy JHCDA and its administrative regulation, JHCD/JHCDA-AR are included in this update.

17. Superintendent's Report

Superintendent Sullivan will provide an update on recent agency activities.

Presenter: Superintendent Larry Sullivan

Time: 15 minutes

18. Information from Administrative Staff

The directors of Special Education, Business Services, and Instruction, Equity & Partnerships will be available to provide an oral report to the Board on matters of interest concerning his/her area of responsibility.

Special Education - Sue Mathisen will speak about CampAbilities. Further information is available at: <http://www.kptv.com/story/32592247/camp-abilities-brings-new-opportunities-to-young-blind-athletes> and <http://www.kgw.com/features/sports-camp-for-visually-impaired-kids-comes-to-west-coast-for-first-time/284437339>

Presenter: Lane ESD Administrators

Time: 10 minutes

19. Board Member Reports and Comments

Presenter: Lane ESD Board, Liaisons, Advisors

Time: 2 minutes each

A. Agenda Planning

Board members are invited to send agenda items to be considered for the September 27, 2016 board meeting. Please call or email to the Board Chair or Superintendent by Monday, September 19, 2016.

Presenter: Chair Chris Culver

Time: 1 minute

B. Board Member Reports

As Board Members prepare their comments or reports, please consider the following questions:

1. How does my report relate to my individual goals as a Board member?
2. What programs did I visit over the last month? What committees did I participate in?
3. What is the connection to the LESD services and programs to the component districts or community?
4. What significance or meaning does the activity have to the broader community?
- And 5. What are the next steps or follow-up activities planned?

Chris Culver, Chair

Sherry Duerst-Higgins

Linda Hamilton

Joel Robe

Vanessa Truett

Rose Wilde

Todd Hamilton, Superintendents' Council Advisor

Emilio Hernandez, Community Advisor

Erik Bishoff, Liaison, Springfield Public Schools

Twinkle Morton, Liaison, Fern Ridge School District

Derek Pennel, Liaison, Blachly School District

Presenter: Lane ESD Board, Advisors and Liaisons

Time: 2 minutes each

20. Announcements/Correspondence

Presenter: Chair Chris Culver

Time: 5

A. Acknowledgements and Recognition

Presenter: Chair Chris Culver, Superintendent Larry Sullivan

Time: 5 minutes

B. Kudos

Presenter: Chair Chris Culver, Superintendent Larry Sullivan

Time: 5 minutes

C. Announcements

A. Lane ESD and Component Districts Professional Development Activities for Educators

- Kindergarten Next Generation Science Standards Workshop, August 17, 2016

- Studying Skillful Teaching, Module 1: The Knowledge Base of Teaching, August 23, 2016
- Studying Skillful Teaching, Module 2: The Essential Elements of Unit/Lesson Design (3-day module), August 24, 2016
- K-2 Beyond the Textbook: Quick Ideas to Liven Up Math Class, October 6, 2016
- Fuel Lane Secondary Math: Using Smarter Balanced Data to Impact the Classroom, October 26, 2016
- Smarter Balanced Math Assessment Impact, November 18, 2016
- Studying Skillful Teaching, Module 4: High Expectations Teaching (3-day module), August 31, 2016

B. Lane ESD Board Member Activities and Opportunities

- OSBA Legislative Policy Committee Meeting, August 22, 2016
- OSBA Board of Directors Meeting, September 23-24, 2016
- OSBA Executive Committee Meeting, September 24, 2016
- OSBA Fall Regional Meeting, October 11, 2016 (Tentative)
- OSBA 70th Annual Convention, November 10-13, 2016

C. Upcoming Conferences and Events

- ODE/COSA Special Education Administrators Fall Conference, October 5-7, 2016
 - COSA Leading and Teaching with Poverty In Mind, October 13-14, 2016
 - Construction Utilities Career Day, October 13, 2016
 - Apprenticeship Open House, October 20, 2016
 - COSA Annual Principals and Teacher Leaders Conference, October 23-25, 2016
- Presenter: Chair Chris Culver, Superintendent Larry Sullivan
Time: 2 minutes

21. Adjournment

- The next regular meeting is scheduled to be held at 6:00 p.m. on Tuesday, September 27, 2016, at the Lane ESD Administrative Offices, 1200 Hwy 99N.
Presenter: Chair Chris Culver
Time: 1 minute