

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

BOARD MEETING
Tuesday, November 5, 2019
Regular Meeting: 6:00 PM

Executive Session 5:00 p.m.

LANE ESD BOARD MEETING
AGENDA
November 5, 2019

Executive Session 5:00 p.m.

1. Executive Session

The Board of Directors of Lane ESD will enter into Executive Session under ORS 192.660(f) - To consider information or records that are exempt by law from public inspection; and to review and evaluate the performance of the superintendent or any other public officer, employee or staff member, unless that person requests an open hearing. (ORS 192.660(2)(i))

Presenter: Board Chair

Time: 60 minutes

2. Call Regular Meeting To Order

Presenter: Board Chair

3. Welcome

Guests attending the meeting will be introduced.

Presenter: Board Chair

Time: 2 minutes

4. 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.

5. Agenda Review

Presenter: Board Chair

Time: 1 minute

6. Action Items

Presenter: Board Chair

Time: 5 minutes

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.

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 (541) 461-8213.

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. Lane ESD Board Meeting Minutes of October 1, 2019

2. Human Resource Report, dated November 1, 2019

Presenter: Board Chair

Time: 2 minutes

B. Accept Financial Report for October 2019

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Financial Report for October 2019.

Presenter: Board Chair

Time: 3 minutes

C. Approve Credit Obligation for Roofing Project

The Board of Directors of Lane ESD will approve a resolution of Lane Education Service District, authorizing the issuance and negotiated sale of a full faith and credit obligation in an aggregate principal amount not to exceed \$730,000; designating an authorized representative and special counsel; authorizing execution and delivery of a financing agreement; and related matters.

BE IT RESOLVED that the Board of Directors of Lane ESD approves the resolution authorizing the credit obligation, designating an authorized representative and special counsel, and authoring execution and delivery of a financing agreement in order to replace the roof at the main campus of the agency.

Presenter: Board Chair

Time: 5 minutes

D. Board Action to Submit Letter of Support for Seismic Grant

BE IT RESOLVED that the Board of Directors of Lane ESD agree to submit a Letter of Support in support of the Lane ESD grant proposal for the Seismic Rehabilitation Grant.

Presenter: Board Chair

Time: 3 minutes

E. Appoint 2020-21 Budget Committee Members

By law, the budget committee is charged with making recommendations concerning financial priorities. The budget committee will have the responsibility for reviewing the financial program of Lane ESD, reviewing the proposed ESD budget as presented by the superintendent and recommending an annual ESD budget in keeping with the provisions of applicable state laws.

Educational policy decisions, however, are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease in arriving at a levy figure, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, recommend an amount that changes the proposed budget and may request the administration make such changes in accordance with priorities set by the Board.

The budget committee consists of the elected Board members and eight members appointed by the Board from component school district boards or designees of component district Boards. The members appointed by the Board shall consist of five members selected by ESD zone and three members selected at large.

The Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive recommendations of interested members of component school district Boards or designees of component district boards. Candidates for vacant positions must reside in the vacated zone. At-large vacant positions will be filled from among members of component school district Boards or designees of component district boards.

The appointive budget committee members will be appointed for three-year terms in the September meeting. The terms will be staggered so that approximately one-third of the appointive members' terms end each year. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate. If any appointive member is unable to complete the term for which he/she was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting.

BE IT RESOLVED that the Board of Directors of Lane ESD appoint 2020-21 Budget Committee members as follows: Rich Cunningham (Bethel School District), Mike Galvin (Lowell School District), Andrea Larson (Fern Ridge School District), and Jim Torrey (Eugene School District 4J).

Presenter: Board Chair

Time: 3 minutes

F. OSBA Elections

The Board will read, review and discuss the two resolutions proposed under the 2018 OSBA Elections Calendar. The member board voting period opens on November 1 and closes on December 14. The Lane ESD Board of Directors will make voting decisions on the resolutions at its December 4, 2018 meeting.

Presenter: Board Chair

Time: 5 minutes

1. Board Vote Cast for OSBA Legislative Board of Directors Position 6

The Oregon School Boards Association is organized as one general state association with up to 23 [elected representatives](#) established across [14 geographic regions](#) to support member participation and representation.

In even-numbered years an election is held for odd-numbered positions on the OSBA Board of Directors.

In odd-numbered years an election is held for the even-numbered positions on the OSBA Board of Directors.

BE IT RESOLVED that the Board of Directors of Lane ESD casts its vote for the OSBA Board of Directors Position 6.

Presenter: Board Chair

Time: 2 minutes

2. Board Vote Cast for OSBA Legislative Policy Committee Position 6

The Oregon School Boards Association is organized as one general state association with up to 23 [elected representatives](#) established across [14 geographic regions](#) to support member participation and representation. Member boards also elect members of the [Legislative Policy Committee](#) (LPC). In even-numbered years an election is held for odd-numbered positions on the OSBA Board of Directors. Member boards also vote on the [OSBA Legislative Policies and Priorities](#). In odd-numbered years an election is held for the even-numbered positions on the OSBA Board of Directors. In odd-numbered years member boards also elect members of the [Legislative Policy Committee](#).

BE IT RESOLVED that the Board of Directors of Lane ESD casts its vote for the Legislative Policy Committee Member Position 6.

Presenter: Board Chair

Time: 2 minutes

7. Hearing: The Board Will Review A Board Complaint

The Board will continue the Hearing from the October 1, 2019 meeting.

Presenter: Director Leslie Harris

- A. Open the Hearing
- B. Review the Received Complaint or Concern
- C. Decision on Next Steps or Move to Action
- D. Close of Hearing

8. Discussion/Reports

A. Legislative Update

Superintendent Scurto will provide an update in legislative activities if there are any updates.

Presenter: Superintendent Tony Scurto

Time: 8 minutes

B. Superintendent Report

Presenter: Superintendent Tony Scurto

Time: 10 minutes

C. OAESD Summit and OSBA Fall Convention

The Board will discuss the agendas and logistics for the OAESD Summit and the 2018 OSBA Fall Convention, November 8-11, 2018 (Thursday through Sunday), at the Portland Downtown Marriott.

Presenter: Board Chair

Time: 5 minutes

D. Policy Updates: First Reads

The Board shall exercise its rule-making power by adopting policies consistent with the Oregon Revised Statutes, Oregon Administrative Rules or opinions of a court of competent authority, for its own governance and for the organization and operation of Lane ESD. The Board accepts the definition of policy set forth by the National School Boards Association:

School Board policies are statements which set forth the purposes and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and his/her staff can discharge their assigned duties with positive direction. They tell what is wanted.

Such policies may be adopted, amended or repealed at any Board meeting provided that the proposed adoption, amendment or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding meeting until approved or rejected and except that the Board may adopt, amend or repeal policies at any meeting of the Board in the event of an actual emergency, as determined at the sole discretion of the Board. Additionally, when in the best interests of the district immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is

presented.

Policies shall be adopted, amended or repealed by the affirmative vote of four or more Board members.

Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the ESD's policy manual.

1. Repeal of Administrative Rule GAB-AR(3)

Administrative Rule GAB-AR(3): Internal Employee Hired to New Position Class will be repealed. This administrative rule is no longer needed, as it has been superseded by updated policy GDO: Classified Staff Hired to New Position.

2. GDO: Internal Employee Hired to New Position

3. KL: Public Complaints

4. JGAB: Use of Restraint or Seclusion

5. JFCJ: Weapons

6. AC: Nondiscrimination

7. IICC: Volunteers

8. GBDA - Expression of Milk in the Workplace

9. GCDA/GDDA: Criminal Records Checks and Fingerprinting

E. Administrative Rules Updates

Administrative rules are detailed directions governing the operation of Lane ESD.

The superintendent is authorized to formulate such administrative rules appropriate for the implementation of policies adopted by the Board and necessary for the consistent operation of the ESD. Such administrative rules shall be binding on the employees of Lane ESD and the students in the classrooms of the ESD until modified or repealed.

All new or amended administrative rules will become effective on the day after approved by the

superintendent unless an alternative effective date is specified. When approved by the superintendent, administrative rules shall be distributed to staff and other individuals, as appropriate.

The superintendent will make administrative rules available to the Board. The Board may review any administrative rule and may direct its revision if, in the Board's judgment, such rule is not consistent with adopted policies.

Presenter: Board Chair

1. KL-AR(1): Public Complaint Procedure
 2. KL-AR(2): Appeal to the Deputy Superintendent of Public Instruction
 3. JGAB-AR: Use of Restraint or Seclusion
 4. GCDA/GDDA-AR: Criminal Records Checks and Fingerprinting
9. Information from Administrative Staff

The directors of Human Resources and Title Programs, Special Education, Business Services, Technology and School Improvement have submitted written reports to the Board on matters of interest concerning his/her area of responsibility.

Connected Lane County

Organizational:

- Connected Lane County applied and received their nonprofit status with the state of Oregon. The federal application is being written.
- By laws and 11 policies have been drafted for Board approval in November.

Funding:

- Received a \$343,000 grant from the Oregon Department of Education for STEM Backbone support for the 19-21 biennium
- Working on a proposal to OCF for a matching funds opportunity for STEM/CTE initiatives.
- CLC is working on securing sponsorships and to date has \$25,000 in pledged industry funding for 2020.

Project Update

- Hired a projects assistant (and she's amazing!) - Olivia Goodheart
- Elevate event highlights for the fall
 - 15 districts participated
 - MS & HS students - 2210
 - 180 mock-interviews conducted at the Career Expo
 - Elementary students - 415
 - Industry partners - 159

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- Educators - 73
- Wood Products Pathway document finalized: https://elevatelanecounty.org/wp-content/uploads/2019/10/thumb_wsp@2x.png

Communication Report

- Hired a communications coordinator (and he's a rockstar!) - Christian Chase
- October newsletter: <https://mailchi.mp/90a7930c52a3/clc-october?e=b1f7838dec>
- Two Register Guard articles - career expo and entrepreneur in residence
- Two TV stories - Career Expo & Experience Oregon Manufacturing
- Nominated for an Innovation and Talent Award by SheerID for Gigabot work

Heidi Larwick continues to author monthly article in Oregon Family Magazine:
<http://www.oregonfamily.com/2019/08/29/275405/community-resources-for-back-to-school>

Technology Services

As we bring Cyber Security Awareness month to a close, it seems time to celebrate the improvements and successes we have had in the safety and security of all our staff and students in the digital world. We have worked to bring digital safety in the front of every staff members mind and this month we got a great opportunity to work through an incident that proved to show everyone's valuable contributions. A few highlights:

- We are excited to report that we have a completely updated managed anti-virus installation managing all 340 of our end user computers.
- Our spam filter blocked 2.2 Million email messages trying to reach our staff's inboxes in October.
- We have helped three new districts install local firewalls allowing them to segment their network in a way to keep systems safe from one another.
- There was only one staff account compromise this month, and the department quickly determined the credentials that were lost and needed to be changed and helped that user recover from potentially making unintended purchases. This incident was handled smoothly and efficiently allowing this staff member to get back to work with little interruption.

Presenter: Administrative Staff

Time: 1 minutes

10. Board Member Reports and Comments

Presenter: Lane ESD Board, Liaisons, Advisors

Time: Up to 2 minutes each

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A. Board Member Reports

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

1. What programs did I visit over the last month? What committees did I participate in?
2. What is the connection to the LESD services and programs to the component districts or community?
3. What significance or meaning does the activity have to the broader community?
4. What are the next steps or follow-up activities planned?

Presenter: Board Members, Advisors and Liaisons

Time: 2 minutes each individual

B. Agenda Planning

Board members are invited to send agenda items to be considered for the next board meeting. Please call or email to the Board Chair or Superintendent.

Presenter: Board Chair

Time: 1 minute

11. Announcements/Correspondence

Presenter: Board Chair

Time: 5 minutes

A. Acknowledgements and Recognition

Presenter: Superintendent Tony Scurto

Time: 5 minutes

B. Kudos

Thank you to those who took the time to acknowledge co-workers/staff with kudos. Employees and Board members can submit a "kudo" any time during the month. To submit a kudo visit: www.lesd.k12.or.us/forms/kudos.html

Kudos to: Facilities Department

Reported by: Business Services

Reason: During the recent carpet replacement and painting they was a huge help to our department in moving to our temporary offices. Thanks for making our new spaces workable for the short term.

Kudos to: Jeri Ingallinero

Reported by: Carlos

Reason: Jeri did a phenomenal job putting together documents that describe the work that we do as a School Improvement team. I appreciate Jeri's professionalism, institutional knowledge and expertise in her work. And even more than that, I also appreciate her patience and incredible positive attitude while tending to multiple task and projects at the same time. Thank you so much, Jeri!!!!

Kudos to: Chris Antonetti

Reported by: Carol Knobbe

Reason: Thanks getting the Insurance Summary packet for employees well in advance of open enrollment and for offering sessions to help with OEBC enrollment.

Kudos to: Renee Beard & Carlos Sequeira

Reported by: Carol Knobbe

Reason: Thanks for efforts to reestablish a wellness committee, development of the wellness survey for staff to complete at the all staff inservice, and working with our keynote speaker in planning the activities that occurred as part of the presentation.

Kudos to: Business Service Staff

Reported by: Carol Knobbe

Reason: Thanks for graciously re-locating your work spaces during carpeting and painting. Great to have you back!

Kudos to: Matt Hayes

Reported by: Renee Beard

Reason: Setting up the wellness survey under a time crunch! Thanks so much Matt!

Kudos to: Cameron Yee

Reported by: Renee Beard

Reason: For setting up training materials on a very short notice! you saved me a few times and I really appreciate your help!

Kudos to: Rachel Gibbons, Estin Warren, Erin White, Tamara Duvall, Angela Larson

Reported by: Renee Beard

Reason: Thanks for being such a great training team. I really appreciate all of your skills, talent and time spent preparing for the training's. You are all awesome.

Kudos to: Rachel Gibbons

Reported by: Erin White

Reason: Rachel is a rock star! She worked very hard before school started conducting many Mandt trainings across the district to ensure staff were ready to support kids.

Kudos to: Chris Antonetti

Reported by: Carol Knobbe

Reason: Thanks for your support and availability to Lane ESD employees requesting assistance during open enrollment. You went above and beyond!

Kudos to: Matt Hayes

Reported by: John Velkinburg

Reason: Matt was more than willing to help me move a large desk out off the HR office on a tight timeline this summer when I needed his help. Thank you for going out of your way to help Matt. Greatly appreciated!!

Kudos to: Chris Simmonds

Reported by: John Velkinburg on behalf of Facilites Dept.

Reason: A big Thanks to Chris Simmonds for his willingness to help paint the conference rooms on a very tight timeline. Also, thanks Chris for staying late with me so we could complete rooms and have them ready for new employee orientation the next day. Much appreciated!!

Kudos to: Rhonda Brown, Larae Akin, Michael Stockdale

Reported by: John Velkiburg

Reason: Big thanks to you all for your willingness to sub for me at Westmoreland Campus when needed. Much appreciate you! You do a great job!

Kudos to: Brad Johnston, Don Stewart and other Facilities team members

Reported by: Sharon England

Reason: For being so amazing during all of the major construction with new roof, new carpet and total remodel of the atrium. They all have had great attitudes and been very helpful and flexible during this hectic time.

Kudos to: Annie Whiddon

Reported by: Anonymous

Reason: She has taken on a completely new role this year and has been doing a great job! Annie, thank you for going out of your way everyday to make sure your team is appreciated and acknowledged. We also want to make sure you know that we are thankful for you!

Presenter: Administrators

Time: 5 minutes

C. Announcements

Presenter: Board Chair

Time: 5 minutes

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

10-30-2019 High-Expertise Teaching* High-Expertise Teaching - Module 1: The Knowledge Base of Teaching

11-05-2019 High-Expertise Teaching* High-Expertise Teaching - Module 2B: Formative

Assessment for Results (FAR)

11-05-2019 ELL Meeting the Needs of Emergent Bilinguals in School

11-14-2019 School Improvement Every Day Matters Chronic Absenteeism Community of Practice (AM)

11-14-2019 School Improvement Every Day Matters Chronic Absenteeism Community of Practice (PM)

11-19-2019 Language Arts Writing Essential Skills Scoring Guide Training

11-21-2019 Science Patterns Biology for the Next Generation, Unit 5: Evolution

12-03-2019 School Improvement Supporting Emotional Regulation in Middle and High School Students

12-05-2019 High-Expertise Teaching* High-Expertise Teaching - Module 5: Using Principles of Learning to Maximize Student Learning and Engagement

12-10-2019 Science Patterns Physics: Complete Unit 4: Engineer a Shoe (Force, Impulse, & Momentum)

01-14-2020 STEM STEM Equipment/Kits Showcase

01-16-2020 School Improvement Every Day Matters Chronic Absenteeism Community of Practice (AM)

01-16-2020 School Improvement Every Day Matters Chronic Absenteeism Community of Practice (PM)

01-30-2020 High-Expertise Teaching* High-Expertise Teaching - Module 3: Making Student Thinking Visible

02-05-2020 Science Patterns Physics: Introduce Send a Text: (Unit 5: Waves & Technology)

02-19-2020 High-Expertise Teaching* High-Expertise Teaching: Building a Strong Adult Professional Culture (APC)

02-25-2020 High-Expertise Teaching* High-Expertise Teaching - Module 2A: Essential Elements of Planning and Lesson Design

03-05-2020 Science Patterns Physics: Complete Unit 5: Send a Text (Waves &

Technology) & Introduce Unit 6: 50 Year Energy Plan (Electricity, Power Production, & Climate Science)

04-17-2020 Science Patterns Biology for the Next Generation, Unit 6: Ecosystem Matter & Energy

04-20-2020 Science Patterns Physics: Complete Unit 6: 50 Year Energy Plan (Electricity, Power Production, & Climate Science) + Preview Unit 7: Space & the Universe

2. Lane ESD Board Member Activities and Opportunities

- OSBA Webinar: Meaningful Board Work is NOT a Spectator Sport, November 12, 2019

- 72nd Annual OSBA Annual Convention, November 14-17, 2019

- OSBA Board of Directors Meeting, November 17, 2019

- United Way's Collective Impact Symposium, November 18, 2019

- Braille Breakfast at the Kozy, November 21, 2019

- First Friday Communities of Color and Allies Network, December 6, 2019

- Blacks In Government Black History Month Banquet, February 7, 2020

- Lane Council of Governments Member Appreciation Dinner, February 21, 2020

- NAACP Freedom Fund Dinner, February 21, 2020

3. Component District Board Meeting Dates

Bethel - November 18, December 9, January 13, January 27, February 10, February 24, March 9

Blachly - November 20, December 18, January 15, February 19, March 18

Creswell - November 13, December 11, January 8, February 12, March 11

Crow-Applegate-Lorane - November 21, December 19, January 16, February 20, March 19

Lane ESD Board Meeting

November 5, 2019

Eugene - November 6 & 20, December 4 & 18, January 15, February 5 & 19, March 4 & 18

Fern Ridge - November 18, December 16, January 13, February 10, March 9 & 16

Junction City - November 25, January 27, February 24

Lowell - November 25, December 9, January 27, February 3 & 24, March 9

Mapleton - November 14, December 12, January 9

Marcola - November 11, December 9, January 13, February 10, March 9

McKenzie - November 20, December 18, January 15, February 19, March 18

Oakridge - December 9, January 13, February 10, March 9

Pleasant Hill - November 18, December 9, January 13, February 10 & 24, March 9

Siuslaw - November 20, December 11, January 15, February 12, March 11

South Lane - November 4, December 2, January 6, February 3, March 2

Springfield - November 12, December 9, January 13 & 27, February 10 & 24, March 9

12. Adjournment

- The next regular meeting is scheduled to be held Tuesday, December 3, 2020, at the Lane ESD Main Campus, 1200 Highway 99 N, Eugene.