

**LANE ESD BOARD MEETING  
AGENDA**

October 1, 2019

1. Call Work Session To Order  
The Board will receive professional development from Renee Sessler, OSBA, on Board Roles and Responsibilities.  
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  
The agenda will be reviewed for changes or additions.  
Presenter: Board Chair  
Time: 1 minute
6. Presentation: Lane School Student Council  
Lane School students and staff will present on the Lane School Student Council.  
Presenter: Lane School Students and Staff  
Time: 15 minutes
7. Break  
Presenter: Board Chair  
Time: 5 minutes
8. 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.

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 September 10, 2019

2. Human Resource Report, dated October 1, 2019

Presenter: Board Chair

Time: 2 minutes

B. Accept Financial Report for September 2019

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

Presenter: Board Chair

Time: 3 minutes

C. Declare Budget Committee Vacancies

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 declare a 4 (FOUR) vacancies on its Budget Committee.

Presenter: Board Chair

Time: 5 minutes

D. Superintendent Evaluation: Adopt Evaluation Document

The Board will begin the evaluation of the Superintendent. As part of the Superintendent Evaluation, the Board, superintendents and staff will be surveyed. The Board of Directors of Lane ESD will use the OSBA Superintendent Evaluation Document.

OSBA states the following regarding the Superintendent Evaluation:

***Evaluation fulfills the four board governing roles:***

- Vision: Goal Setting.
- Structure: Clear plan, timeline.
- Accountability: Measurement of progress to goals, superintendent performance.

- Advocacy: Communication of goals and progress in meeting them.

### ***Evaluation should be...***

- A positive, objective process
- Structured communication between the board, the community and the superintendent
- A tool for informed change
- A method for promoting the goals, values and progress of the district
- Performed in a supportive atmosphere

### ***It's all about "clear expectations"***

Think About:

- What issues require leadership from the superintendent?
- What changes do we want to see next year?
- What is the superintendent's role in leading these changes?
- How do we measure progress?
- When do we want a report on the progress?

### **How can we evaluate objectively and fairly?**

- Only evaluate on the agreed upon performance objectives and/or goals
- How will you measure achievement?
- What documentation or evidence will you require?

### **Plan the evaluation calendar**

- Identify one or more informal progress review meeting dates
- Identify formal evaluation date
- Beware of the *Ides of March* requirements
- Give advance notice to the person about the option for an "open hearing."

What are the requirements?

- State statutes (*ORS*) 192.660, 332.505, 342.513, 342.815
- Administrative Rules (*OAR*) 581-022-1720
- Board Policy Manual *Policy CBG*
- Superintendent Employment Contract
- Board/Supt. Working Agreement

## **Adopt an evaluation document**

- Should list the goals
- Provides a defined rating system; i.e. numerical, descriptive, etc.
- Provides space for written comments
- Also serves as worksheet for the board's composite evaluation

### ***Part 1: Performance Standards***

- Leadership and District Culture
  - Policy and Governance
  - Communications and Community Relations
  - Organizational Management
  - Curriculum Planning
  - Instructional Leadership
  - Human Resources Management
  - Values and Ethics of Leadership
  - Labor Relations
  - Part 2: Goals
- 
- The Board meets to set goals immediately after one evaluation, for the next year
  - Three to Eight Goals
  - SMART:
  - **S**imple
  - **M**easurable
  - **A**ttainable
  - **R**esults Oriented
  - **T**ime Bound

### **Part 3: 360 degree evaluation**

- May be Superintendent or board driven
- Decide what groups will be surveyed
- Statistically significant, random?
- Define the questions

## **Self-Evaluation**

- Superintendent fills out forms for both part 1 and part 2 and reports back to the board.
- Assists board in understanding what has been accomplished.
- May be reported before the formal evaluation meeting or at the same time.

## Completing the job

- Superintendent reports results of self-evaluation and 360 or other degree evaluation to board.
- Members fill out the evaluation worksheets for parts 1 and 2 individually
- Board meets to prepare a composite evaluation (executive session allowed)
- Composite evaluation is presented to superintendent. (executive session is allowed)
- Once signed off, it becomes a public document
- Report the composite evaluation to the public

## Checklist

1. Consult district requirements
2. Review relevant documents
3. Adopt evaluation criteria (public)
4. Adopt evaluation calendar (public)
5. Hear interim progress reports
6. Circulate worksheets to board
7. Schedule executive session to compile results
8. Discuss composite evaluation with the superintendent
9. Report results to the public

## A Good Superintendent Evaluation Process:

- Provides for no surprises during the performance review
- Promotes a growth process with follow-up plans for action and review by the board
- Begins with the board's self-assessment prior to evaluation of the superintendent
- Assures timely, thorough review of performance.

## Public adoption?

- A governing body (school board) may hold an executive session to review and evaluate the job performance of the chief executive, employees and staff, so long as the person whose performance is being evaluated does not request an "open hearing."  
*ORS 192.660(2)(i)*

## Issues...

- A governing body may not use an executive session held for purposes of evaluating the chief executive "to conduct a general evaluation of an agency goal, objective or operation."  
*ORS 192.660(8)*

- Public Records
- The final evaluation document is a public record
- Any evaluation documents/surveys returned to the board/central office are public records
- Board member's notes may be public records
- A moving target

**BE IT RESOLVED** that the Board of Directors of Lane ESD adopt the OSBA Superintendent Evaluation Tool for evaluation of Superintendent Tony Scurto.

**BE IT FURTHER RESOLVED** that the Board of Directors of Lane ESD adopt a timeline to complete the evaluation of Superintendent Tony Scurto.

Presenter: Board Chair

Time: 10 minutes

9. Hearing: The Board Will Review A Board Complaint

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

10. 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. OSBA Fall Regional & Roundtable

The Board will discuss and plan for the October 3, 2019 OSBA Fall Regional meeting and Roundtable event.

Presenter: Board Chair

Time: 5 minutes

D. OSBA Fall Convention & Roundtable Planning

The Board will discuss participation at the OSBA Fall Convention and planning for the Roundtable Meeting during the Convention. The Lane Region Roundtable is scheduled for 1:30 p.m., Friday, November 15, in the Columbia Room.

Presenter: Board Chair

Time: 10 minutes

11. Information from Administrative Staff

The directors of Human Resources and Title Programs, Special Education, Business Services, Technology and School Improvement will be available to provide an oral report to the Board on matters of interest concerning his/her area of responsibility.

Presenter: Administrative Staff

Time: 5 minutes

12. Board Member Reports and Comments

Presenter: Lane ESD Board, Liaisons, Advisors

Time: Up to 2 minutes each

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?

**Sherry Duerst-Higgins**

**Linda Hamilton**

**Leslie Harris**

**Nora Kent**

**Vanessa Truett**

**Rose Wilde**

**Erin Zygaitis**

**Scott Linenberger**, Superintendents' Council Advisor

**Emilio Hernandez**, Community Advisor

**Mike Anderson**, Liaison, Creswell School District

**Mark Boren**, Liaison, Fern Ridge School District

Presenter: Lane ESD Board

Time: Up to 2 minutes each

**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

**13. Acknowledgements and Recognition**

Presenter: Superintendent Tony Scurto

Time: 5 minutes

**A. Kudos**

Presenter: Administrators

Time: 5 minutes

**14. Announcements/Correspondence**

Presenter: Board Chair

Time: 5 minutes

**A. Announcements**

Presenter: Board Chair

Time: 5 minutes

**1. Lane ESD and Component District Professional Development Activities for Educators**

- High-Expertise Teaching - Module 2A: Essential Elements of Planning and Lesson Design, October 2, 2019

- Building a Strong Adult Professional Culture, October 7, 2019

- Project Based Learning, October 11, 2019

- High-Expertise Teaching - Module 4: High Expectations Teaching, October 16, 2019

- Patterns Physics: Introduction to Unit 4: Engineer a Shoe, October 17, 2019

- High-Expertise Teaching - Module 2B: Formative Assessment for Results (FAR), November 5, 2019

- High-Expertise Teaching - Module 5: Using Principles of Learning to Maximize Student Learning and Engagement, December 5, 2019

- Patterns Physics: Complete Unit 4: Engineer a Shoe, December 10, 2019
- High-Expertise Teaching - Module 3: Making Student Thinking Visible, January 30, 2020
- Patterns Physics: Introduce Send a Text, February 5, 2020
- Patterns Physics: Sent a Text, March 5, 2020
- Patterns Physics: Complete Unit 6: 50 Year Energy Plan, April 20, 2020

2. Lane ESD Board Member Activities and Opportunities

- OSBA Fall Regional, October 3, 2019
- NSBA Pacific Region Winter Meeting, October 18-20, 2019
- OSBA 73rd Annual Convention, November 14-17, 2019 (Boise, ID)
- 2020 NSBA Equity Symposium, February 1, 2020 (Washington, DC)
- OSBA Bonds, Ballots and Buildings, February 7, 2020

3. Upcoming Conferences and Events

- Equity Academy for Educators, October 2, 2019
- 2019 ODE/COSA Special Education Fall Conference, October 2-4, 2019
- First Friday Communities of Color Networking Event, October 4, 2019
- 2019 Whole Child Summit, October 11, 2019
- 2019 Statewide Early Learning Conference, October 21-23, 2019
- 2019-20 Early Learning Leadership Academy, October 23, 2019
- Fall Breakthrough Coach, November 4-5, 2019
- 2019 Dare to Lead, November 21-22, 2019

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.

- Equity Academy for Educators, December 4, 2019
- Oregon School Law Conference, December 4-6, 2019
  
- Oregon Association of Central Office Administrators Series, January 25, 2020
- Oregon Association of Central Office Administrators Series, March 11, 2020
- Equity Academy for Educators, March 11, 2020
- 2020 State English Learners Alliance Conference, March 11-13, 2020
  
- 2019-20 Early Learning Leadership Academy, April 22, 2020

4. Component District Board Meeting Dates

Bethel: October 14 & 28, November 11 & 25, December 9

Blachly: October 16, November 20, December 18

Creswell: October 9, November 13, December 11

Crow-Applegate-Lorane: October 21, November 18, December 16

Eugene: October 2 & 16, November 6 & 20, December 4 & 18

Fern Ridge: October 21, November 18, December 16

Lowell: October 28, November 25, December 23

Mapleton: October 9, November 13, December 11

Marcola: October 14, November 11, December 9 (second Monday of each month)

McKenzie: October 16, November 20 (third Wednesday of each month)

Oakridge: October 14, November 11, December 9

Pleasant Hill: October 14 & 28, November 11, December 9

Siuslaw: October 9, November 20, December 11

Springfield: October 14 & 28, November 12, December 9

15. Adjournment

- The next regular meeting is scheduled to be held Tuesday, November 5, 2018, at the Lane ESD Administrative Offices, 1200 Hwy 99N.