

LANE EDUCATION SERVICE DISTRICT	BOARD MEETING
1200 Hwy 99 N	Tuesday, June 7, 2022
Eugene, Oregon 97402	Regular Meeting: 6:00 PM

5:00 PM Executive Session

**LANE ESD BOARD MEETING
AGENDA**

Tuesday, June 7, 2022

5:00 PM Executive Session

1. Call Executive Session to Order

To conduct deliberations with persons designated to carry on labor negotiations.
(ORS 192.660(2)(d))

Board Chair

2. Call Regular Meeting To Order

Board Chair

3. Welcome

Guests attending the meeting will be introduced.

Board Chair

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

Action item 10H has been added to the agenda.

Board Chair

6. 2022-23 Budget Hearing

Board Chair

A. Declaration of Public Meeting

The Board Chair will declare the public Budget Hearing for 2022-23 open.

Board Chair

B. Invitation for Comments from the Public

The Board Chair will receive any comments from the public.

Board Chair

C. Action, if any, on Public Comments

The Board will determine any action to take based upon any public comment.

Board Chair

D. Closing of Hearing

The Board Chair will close the Budget Hearing.

Board Chair

7. 2021-22 Supplemental Budget Hearing

Board Chair

A. Declaration of Public Meeting

The Board Chair will declare of the Supplemental Budget Hearing.

Board Chair

B. Invitation for Comments from the Public

The Board Chair will invite comments from the public on the 2021-22 Supplemental Budget.

Board Chair

C. Action, if any, on Public Comments

The Board will determine action based on any public comment received.

Board Chair

D. Closing of Hearing

The Board Chair will close the Supplemental Budget Hearing.

Board Chair

8. Presentation: Lane African American Black Student Success Program

Lane AABSS will share highlights of the relationships and partnerships cultivated over the last seven months, with special attention to events that brought the local Black and African American youth together along with their families. Details will also be shared about upcoming events and ways the board can support whether through volunteering or decision making.

Shanae' Joyce-Stringer

9. Presentation: Grow Your Own Teacher Pathways Program

Lane Regional Teacher Pathways Program supports our diverse scholars from recruitment, preparation and retention through financial scholarships, advocacy, collaboration, community and connection. Because of increased state funding and the implementation of legislation that has a shared vision and mission of diversifying the educator workforce we have been able to triple the impact we have had by supporting more scholars. LRT Pathways has expanded its outreach and currently has 47 scholars supported in the program through partnerships with our school districts Bethel, Springfield, Eugene School District 4J and our institutions of higher education Bushnell, University of Oregon, Pacific and Lane Community College.

Chemika Bolden

LRT Pathways 1 Pager

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10. Action Items

Board Chair

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 April 5, 2022
2. Lane ESD Board Meeting Minutes of May 10, 2022

2. Human Resource Report, dated June 1, 2022

Board Chair

Hrrpt 6-1-2022 14

April 5 2022 Board Minutes 17

May 3 2022 Board Minutes 26

B. Accept Financial Report

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Financial Report for May 2022.

Board Chair

05-31-22 Board report - ESD 39

Governing Body Questions 40

C. Adopt Supplemental Budget and Make Appropriations

The Board of Directors of Lane ESD will approve the supplemental budget for the fiscal year 2021-22 which increases the total budget by \$1,640,000 to the sum of \$65,834,333. In addition, the Board will approve the amounts for fiscal year 2021-22 increase the total appropriation of all funds by \$1,640,000 to the sum of \$65,234,333.

Board Chair

Supplemental Budget 21-22 - Lane ESD 41

D. Adopt 2022-23 Budget and Make Appropriations

The Board of Directors of Lane ESD will approve and adopt the budget as presented for the year 2022-23. There are three motions to be made together. Language and information is attached.

Board Chair

22-23 Budget Resolutions 42

E. Adopt Meeting Calendar for 2022-23

The Board of Directors will review the proposed calendar for 2022-23, discuss and approve holding meetings on the first Tuesday of each month.

BE IT RESOLVED that the Board of Directors of Lane Education Service District adopt the meeting calendar for 2022-23, as follows:

- August 2
- September 6 (Labor Day September 5)
- October 11 (Yom Kippur October 5)
- November 1
- December 6
- January 3
- February 7
- March 7 (Purim)
- April 4
- May 2
- June 6

Board Chair

F. Grant Approval

House Bill 4030 provides \$78 million in grants to support retention and recruitment of education personnel across Oregon. The legislative and executive intent for the funds is to use them for strategies identified and prioritized through involvement of school personnel to:

- Address high need specialties and workforce shortage areas for both classified and licensed staff, including non-instructional staff;
- Build on existing efforts which address root causes of workforce attrition while responding to urgent needs; and
- Diversify the workforce, as well as ensure every educator and staff member can meet the academic and well-being needs of students, particularly students from historically and persistently underserved groups.

Local needs vary considerably across the state, and districts have flexibility to allocate funds to address their specific challenges. Grantees may choose to implement evidence based suggestions provided in this Guide or identify their own strategies aligned to at least one of the seven focus areas described in the Grant Parameters:

1. School-level structural conditions
2. Data collection and root cause analysis

3. Reducing persistent local workforce shortages
4. Supportive working conditions
5. Local or regional career pathways
6. Education pre-service and in-service training
7. New staff support

Historic and persistent inequities in Oregon’s education system are exacerbated by the impacts of the pandemic. HB 4030 grant funds provide an opportunity for districts and education partners to address inequities through intentional, strategic investments in retaining and recruiting personnel in high-need specialties. While the grant period is short and there is urgency to act quickly, the current crisis is a result of complex and deeply embedded systems which continue to lead to staff burnout and disparities in student outcomes. In order to shift the conditions that are holding the problem in place, we must commit to uncovering and addressing root causes of recruitment challenges, workforce attrition, and job dissatisfaction.

The state seeks to help districts and education partners tackle the deep and complex challenges of educator workforce shortages. The goal is to harness innovation and equity with focused areas of support to accomplish strategic aims related to state goals for the educator workforce and student outcomes.

The grant application and reporting process, co-developed by the EAC and ODE, uses an approach which emphasizes inclusive, evidence-based decision-making to support districts in identifying root causes and designing equitable and innovative strategies that can address their challenges.

The Board of Directors of Lane ESD will act to approve the Recruitment and Retention Grant.

Board Chair, Superintendent

HB 4030 Education Staff Retention and Recruitment Grant
Application

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G. Second Read: Adopt Policy Rule Updates

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. The Board shall communicate its position on matters of public policy and shall interact with the community, other governmental bodies and agencies and the media through the spokesperson designated by the Board.

The Board of Directors will adopt policy updates related to Sexual Harassment and Remote Work that were first read at the May 2022 meeting.

Superintendent Tony Scurto

LESD Telecommunuting Policy Recommended Updates 1 51

JBA_GBN G1 Update - Title IX Coordinator Identification - Names 52

H. Implement Board Policy GCPA: Layoff/Recall, Licensed Staff

Layoff- Licensed Staff

When the Lane ESD Board determines that a layoff of staff is necessary, it will discuss the matter at a regular or special Board meeting and will consider such factors and alternatives it deems necessary to arrive at a decision. Layoff may take place under the following conditions:

1. The ESD's lack of funds to continue its educational program at its

anticipated level;

2. Elimination or adjustment of classes due to an administrative decision;
3. Other reasons as determined by the Board.

Nothing in this policy, however, is intended to interfere with the right of the ESD to discharge, remove or nonrenew the contract of a probationary teacher or to not extend the contract of or dismiss a contract teacher pursuant to the provisions of the Accountability for Schools for the 21st Century Law.

Grant funded positions which are posted and hired as having a specific, limited term of employment, shall have no reduction-in-force rights. Staff positions of Coordinator, Consultant and Specialist, who perform services for which a TSPC license is not required or for which a TSPC license could be required, in the discretion of the Board, shall be considered 'Licensed Staff' for the purpose of this policy and any administrative regulation adopted to implement this policy.

This reduction is due to a reduction in service orders for the Lane School program:

- Teacher, one position, Lane School
Board Chair, Superintendent

11. Discussion/Reports

A. Legislative Update

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

The Board will discuss involvement in advocacy.

The Board will discuss current activities and engagement with OAESD, COSA, and OSBA legislative focii.

Superintendent Tony Scurto

B. Superintendent Report

Superintendent Tony Scurto

C. Board Self-Evaluation

The Board of Directors of Lane ESD will continue its discussion on conducting a self-evaluation.

Superintendent Scurto will share the work that the Linn-Benton-Lincoln ESD Board has been doing to conduct its self-evaluation.

Board Chair, Superintendent

Board Self-Evaluation -- Final October 2020 (1) (2) 62

D. Land Acknowledgement

The Board will continue its discussion on development strategies to implement regular Land Acknowledgement.

Board Chair, Superintendent

E. OSBA Fall Convention 2022

The Convention for 2022 is in Portland. The Board, advisors and liaisons will discuss attendance at the event. The dates are November .

DI-AR3 - Expense reimbursement procedures - 71

12. Information from Administrative Staff

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

Administrative Staff

School Improvement Board Update_06_07_22 76

13. Board Member Reports and Comments/Agenda Planning

Lane ESD Board, Liaisons, Advisors

A. 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.

Board Chair

B. Board Member Reports

Board members are asked to submit their reports in writing to be attached to Boardbook. Reports can be sent to the Executive Assistant in advance of the meeting.

As Board Members prepare their 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

Sydney Kissinger

Vanessa Truett

Rose Wilde

Johnie Matthews, Superintendents' Council Advisor

Emilio Hernandez, Liaison, Springfield Public Schools

Mike Anderson, Liaison, Creswell School District

Mark Boren, Liaison, Fern Ridge School District

Erin Zygaitis, Community Advisor

Board, Advisors, Liaisons

Vanessa Truett Board Report

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14. Announcements/Correspondence

Western Regional Educator Network Summer Professional Development

Board Chair

A. Acknowledgements and Recognition

Superintendent Tony Scurto

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

Administrators

C. Announcements

Board Chair

1. **Lane ESD Board Member Activities and Opportunities**

- OSBA Summer Board Conference, July 8-10, 2022
- OSBA Annual Convention, November 11-13, 2022

Board Chair

2. **Component District Board Meeting Dates**

Component District Board Meeting Dates

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15. Adjournment

- The next regular meeting is scheduled to be held Tuesday, August 2, 2022 at the Lane ESD Main Campus, 1200 Highway 99 N, Eugene.

2022-2023

LANE REGIONAL TEACHER PATHWAYS PROGRAM

Working to diversify the educator workforce

Preparing Recruiting Retaining



LANE REGIONAL
TEACHER PATHWAYS
Program

This project is a collaborative partnership between Lane Education Service District, Springfield Public School District, Eugene School District 4J and Bethel School District; the University of Oregon; Pacific University; Bushnell University and Lane Community College. These eight organizations are working together to transform teacher preparation by designing a program to support diverse* candidate scholars.



OUR PARTNERS

Scholarship

\$2,500-\$15,000

The Pathways Program provides scholars with tuition scholarships ranging between \$2,500 and \$15,000 to attend Bushnell University, University of Oregon, Pacific University, or Lane Community College. Scholarships are paid directly to the attending college on a per term basis. Additionally, books, licensure, fingerprinting, testing are reimbursable.

APPLY

Contact

If you have any questions, please contact the Teacher Pathways Program Specialist,
Chemika Bolden
cbolden@lesd.k12.or.us.



Eligibility

Candidate scholars for the Lane Regional Teacher Pathways Program must:

- Have graduated from high school, and
- Qualify for admittance to one of our consortia partners:

University of Oregon, Pacific University, or Bushnell University (or plan to attend Lane Community College to obtain an Associate of Arts Oregon Transfer AAOT).

Additionally, the Pathways Program is aligned to Oregon Department of Education (ODE) definitions as stated in the [Oregon Educator Equity Report](#) statutes (342.433 Definitions for ORS 342.433 to 342.449. As used in ORS 342.433 to 342.449 and 350.100) in diversifying our teaching workforce by actively recruiting scholars who are:

1. *“Diverse” means culturally or linguistically diverse characteristics of a person, including:*
 - a. *Origins in any of the black racial groups of Africa but is not Hispanic;*
 - b. *Hispanic culture or origin, regardless of race;*
 - c. *Origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands;*
 - d. *Origins in any of the original peoples of North America, including American Indians or Alaskan Natives; or*
 - e. *A first language that is not English (heritage speaker)*

HUMAN RESOURCES REPORT TO LANE ESD BOARD

June 1, 2022

CLASSIFIED STAFF (Information)

	Employee Name	Position	Effective Date	Notes
<i>Appointments</i>	Babbitt, Diane	Instructional Assistant, Life Skills	8/23/2022	
	Bowles, Katie	Instructional Assistant, Life Skills	8/23/2022	
	Cummings, Luke	Instructional Assistant, Life Skills	5/5/2022	
	Estep, Bambi	Instructional Assistant, Life Skills	8/23/2022	
	Forrester, Erika	Instructional Assistant, Life Skills	8/23/2022	
	Hecker, Betsy	Instructional Assistant, Life Skills	8/23/2022	
	Just, Vera	Instructional Assistant, Life Skills	5/12/2022	
	Maberry, Sandra	Instructional Assistant, Life Skills	8/23/2022	
	Massingham, Paola	Program Assistant/Records Management, MEP	5/23/2022	
	Pleitez Sanchez, Jose	Desktop Support Technician, Bilingual	6/6/2022	
	Santana, Socorro	Instructional Assistant, Life Skills	8/23/2022	
	Scurto, Jamillia	Instructional Assistant, Life Skills	5/19/2022	
	Trenary, Tina	Instructional Assistant, Life Skills	8/23/2022	
	Willis, Rebecca	Instructional Assistant, Life Skills	8/23/2022	
	Wilson, Cynthia	Instructional Assistant, Life Skills	8/23/2022	
	Ziegler, Cameron	Instructional Assistant, Life Skills	5/5/2022	
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>	Fitzpatrick, Nicholas	Network Administrator	5/13/2022	Termination
	Price, Mercedes	Instructional Assistant, Life Skills	5/18/2022	Resignation
	Ramirez, Jenaro	Desktop Support Technician, Bilingual	5/6/2022	Resignation
	Stark, Glenn (Randy)	Instructional Assistant, At-Large	5/9/2022	Resignation
<i>Change of Status</i>	Yee, Cameron	Production Technician, Technology	5/10/2022	Transfer

LICENSED STAFF (Action)

	Employee Name	Position	Effective Date	Notes
<i>Appointments</i>	Baker, Marley	Teacher, Life Skills	8/23/2022	
	Bartels, Ian	Teacher, Life Skills	8/23/2022	
	Beard, Renee	Special Education Consultant	8/23/2022	Transfer
	Dummer, Meyana	Teacher, Life Skills	8/23/2022	
	Holte, Heather	Teacher, Life Skills	8/23/2022	
	Kaschke, Lynnette	Special Education Consultant	8/23/2022	
	Springer, Shareen	Specialist, Juvenile Justice Transition Services	5/5/2022	
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>				
<i>Change of Status</i>				

MANAGEMENT STAFF (Action)

	Employee Name	Position	Effective Date	Notes
<i>Appointments</i>	Johnson, Dawnja	Office Manager, Special Education	5/16/2022	
	Postelwait, Megan	Program Supervisor, Special Education	7/1/2022	
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>				
<i>Change of Status</i>	Beard, Renee	Program Supervisor, Special Education		Transfer

PROFESSIONAL STAFF (Information)

	Employee Name	Position	Effective Date	Notes
<i>Appointments</i>	Stipek, Sophie	Project Coordinator, CTE	5/16/2022	
	Yee, Cameron	Coordinator, Communications WREN	5/11/2022	Transfer
<i>Leaves of Absence</i>				
<i>Discontinuation of Employment</i>	Floyd, Jason	Student Success Navigator, LAABSS	5/12/2022	Resignation
	Mittasch, Niles	Student Success Navigator, LAABSS	5/21/2022	Resignation
<i>Change of Status</i>				

VACANCY NOTICES (Information)

Posting #	Position	Closing Date	Notes
300	Instructional Assistant, Life Skills	Until filled	In process
352	Community Engagement, MEP (Douglas County)	6/8/2022	In process
475	Instructional Assistant, Life Skills	Open Pool	Position filled
497	Teacher, Life Skills (all levels)	Open Pool	Position filled
504	Instructional Assistant, Life Skills	Open Pool	Position filled
507	Instructional Assistant, Life Skills	Open Pool	Position filled
508	Instructional Assistant, Life Skills	Open Pool	Position filled
522	Instructional Assistant, Life Skills	Open Pool	Position filled
525	Instructional Assistant, Life Skills	Open Pool	Position filled
541	Payroll Specialist	5/27/2022	In process
542	Instructional Assistant, Life Skills	Open Pool	Position filled
543	Instructional Assistant, Life Skills	Open Pool	Position filled
548	IA, MEP Summer School	5/28/2022	In process
550	Office Manager, Special Education	4/22/2022	Position filled
551	Teacher, Life Skills - Secondary	Until filled	Position filled
554	Communications Coordinator, WREN	4/5/2022	Position filled
557	Program Supervisor - Special Education	5/13/2022	Position filled
560	Teacher, Life Skills (all levels)	6/12/2022	In process
561	Teacher, Life Skills (all levels)	Open pool	Position filled
562	Teacher, Life Skills (all levels)	Open pool	Position filled
563	Teacher, Life Skills (all levels)	Open pool	In process
566	Project Coordinator, Career Technical Education	4/15/2022	Position filled
573	Special Education Consultant	4/11/2022	Position filled
574	Teacher, Life Skills (all levels)	Open pool	In process
575	Teacher, Life Skills (all levels)	Open pool	In process
581	Specialist, Juvenile Justice Transition Services	4/25/2022	Position filled
584	Program Assistant/Records Management, MEP	4/28/2022	Position filled
585	Desktop Support Technician, Bilingual	5/10/2022	Position filled
589	Teacher, Incarcerated/Adjudicated Youth	5/23/2022	In process
590	Sign Language Interpreter	12/31/2022	In process
591	Sign Language Interpreter	Open pool	In process
592	Sign Language Interpreter	Open pool	In process
594	Summer School Teacher, Elem., MEP	5/28/2022	In process
598	Program Assistant, SPED	5/23/2022	In process
599	IA, MEP Summer School	Open pool	In process
599	IA, MEP Summer School	Open pool	In process
600	IA, MEP Summer School	Open pool	In process
601	IA, MEP Summer School	Open pool	In process
602	IA, MEP Summer School	Open pool	In process
603	IA, MEP Summer School	Open pool	In process
604	IA, MEP Summer School	Open pool	In process

VACANCY NOTICES (Information continued)

Posting #	Position	Closing Date	Notes
605	IA, MEP Summer School	Open pool	In process
606	Summer School Teacher, Elem., MEP	5/14/2022	In process
607	Summer School Teacher, Elem., MEP	Open pool	In process
608	Summer School Teacher, Elem., MEP	Open pool	In process
610	Summer School Teacher, Elem., MEP	Open pool	In process
611	Speech Language Pathologist	5/31/2022	In process
612	Student Success Act Director	5/6/2022	In process
613	Teacher, Life Skills (all levels)	Open pool	In process
621	Student Success Navigator, LAABSS	5/20/2022	In process
622	Program Supervisor - Special Education	6/6/2022	In process
623	Instructional Assistant, Life Skills	Open pool	Position filled
626	Instructional Assistant, Life Skills	Open pool	Position filled
627	Instructional Assistant, Life Skills	Open pool	Position filled
628	Instructional Assistant, Life Skills	Open pool	Position filled
629	Instructional Assistant, Life Skills	Open pool	Position filled
630	Instructional Assistant, Life Skills	Open pool	In process
631	Instructional Assistant, Life Skills	Open pool	Position filled
632	Instructional Assistant, Life Skills	Open pool	In process
633	Instructional Assistant, Life Skills	Open pool	In process
634	Instructional Assistant, Life Skills	Open pool	In process
635	Instructional Assistant, Life Skills	Open pool	In process
637	Instructional Assistant, Life Skills	Open pool	In process
638	Instructional Assistant, Life Skills	Open pool	In process
639	Instructional Assistant, Life Skills	Open pool	In process
640	Instructional Assistant, Life Skills	Open pool	In process
641	Instructional Assistant, Life Skills	Open pool	In process
642	Instructional Assistant, Life Skills	Open pool	In process
643	Instructional Assistant, Life Skills	Open pool	In process
644	Instructional Assistant, Life Skills	Open pool	In process
645	Instructional Assistant, Life Skills	Open pool	In process
647	Special Education Consultant	Open pool	Position filled
651	Network Administrator	5/27/2022	In process
653	School Safety & Prevention Specialist	6/1/2022	In process
655	Specialist, SEL American Indian/Alaska Native Youth	6/1/2022	In process
657	Administrator, Integrated Guidance, Student Success Act	6/5/2022	In process



LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North
Eugene, OR 97402

541.461.8200
541.461.8298 [Fax]

www.lesd.k12.or.us

EQUITY COMMITMENT LEADERSHIP COLLABORATION INTEGRITY

Regular Meeting
Tuesday, April 5, 2022 5:00 PM Pacific

District Office
1200 Hwy 99 N
Eugene, Oregon 97402

1. Call Work Session To Order

Chair Linda Hamilton called the work session to order at 5:00 p.m.

Board Members present: Sherry Duerst-Higgins, Chair Linda Hamilton, Leslie Harris, Nora Kent, Sydney Kissinger, Vice-Chair Vanessa Truett, Rose Wilde

Budget Committee members present: Andrea Larsen, Laural O'Rourke

Advisors/Liaisons present: Mike Anderson (Creswell School District), Mark Boren (Fern Ridge School District)

Administrative Staff present: Superintendent Tony Scurto, Assistant Superintendent Carlos Sequeira, Business Services Executive Director Dave Standridge, Chief Information Officer Brandon Webb, Special Education Executive Director Sue Mathisen, Human Resources Executive Director Carol Knobbe, recording secretary Julie Simmonds.

Guests: Nicole Butler Hooten, Nancy Golden, Leah Dunbar, Jenaro Ramirez

1.A. 2022-23 Budget Orientation

Superintendent Tony Scurto and Business Services Executive Director Dave Standridge provided an orientation on the 2022-23 Budget Process.

1.B. Land Acknowledgement

Bethel School District's Nicole Butler-Hooten and Lane ESD Specialist Leah Dunbar led the Board in a discussion on Land Acknowledgements.

2. Call Regular Meeting To Order

Chair Linda Hamilton called the regular meeting of the Board to order at 6:35 p.m.

Board Members present: Sherry Duerst-Higgins, Chair Linda Hamilton, Leslie Harris, Nora Kent, Sydney Kissinger, Vice-Chair Vanessa Truett, Rose Wilde

Advisors/Liaisons present: Mike Anderson (Creswell School District), Mark Boren (Fern Ridge School District), Johnie Matthews (Superintendents' Council), Erin Zygaitis (Community Advisor).

Administrative Staff present: Superintendent Tony Scurto, Assistant Superintendent, Carlos Sequeira, Business Services Executive Director Dave Standridge, recording secretary Julie Simmonds.

3. Welcome

Guests: Nicole Butler Hooten, Nancy Golden, Leah Dunbar, Jenaro Ramirez

4. Public Participation

This part of the meeting provides an opportunity for the audience to address the Board on topics either on, or not on, the agenda.

All Board meetings, with the exception of executive sessions, are open to the public. The Board invites ESD community members to attend Board meetings to become acquainted with the program and operation of the ESD. The public has a right to attend public meetings held in open session, and may be invited to share comments, ideas and opinions with the Board during designated times on the agenda. The Board may conduct a meeting without public comment.

Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings and submit written comments to the Board. Individuals requesting assistance, aids or accommodations are encouraged to notify the ESD at least 48 hours prior to the Board meeting with the request, consistent with Board policy BD/BDA – Board Meetings.

Procedures for Written Comment

Members of the public may submit written comments or materials to the Board at any time at the ESD office, by mail or by email to supt-office@lesd.k12.or.us. Materials or comments submitted at least 72 hours in advance of a Board meeting will be provided to the Board before the Board meeting. Written materials or comments submitted may not warrant action by the Board.

Comments Regarding Staff Members

A person speaking during the designated portion of the agenda for public comment may offer objective criticism of ESD operations and programs. The Board will not hear comments regarding any individual ESD staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.

There was no public comment.

5. Agenda Review

The agenda was reviewed. The Board noted that the Discussion item related to Administrative Rule DI-AR(3) was moved to Action Item 6.F., Approve Memorandum of Understanding.

6. Action Items

6.A. Consent 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 February 1, 2022
2. Lane ESD Board Meeting Minutes of March 1, 2022
2. Human Resource Report, dated April 1, 2022

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed. Director Harris seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, KENT, KISSINGER, TRUETT and WILDE VOTING YES.** (ESD Resolution #22-047).

6.B. Accept Financial Report

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Financial Report for March 2022 as submitted and listed. Director Wilde seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, HARRIS, KENT, KISSINGER, TRUETT and WILDE VOTING YES.** (ESD Resolution #22-048).

6.C. Nominate OAESD Governance Council Chair-Elect Candidate

At their March 9th meeting, the OAESD Governance Council moved to reopen the OAESD Officers Council Nomination and Election process for the Chair-Elect as there were not enough votes submitted during the 1st process and timeline. Between now and April 28, 2022, OAESD will be collecting chair-elect nominations. Local ESD Boards may nominate eligible members of their own or other ESD boards for Chair-Elect.

DIRECTOR WILDE MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD nominates Miriam Cummins for OAESD Governance Council Chair-Elect. Director Kent seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, HARRIS, KENT, KISSINGER, TRUETT and WILDE VOTING YES.** (ESD Resolution #22-049).

6.D. Approve Elementary and Secondary School Emergency Relief Fund (ESSER II & III) Capital Expenditures

The Board discussed the approval to expend ESSER II & III Capital funds, as submitted. The projects to be funded include the expansion of the Migrant Education Program work area, the Westmoreland Campus patio project, the Westmoreland Covered Outdoor space project, the main campus HVAC upgrades, and the main

campus Technology workspace expansion. The Board discussed how the ESD Equity Lens was applied to decision making for the expenditure of funds.

DIRECTOR WILDE MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approve the Lane ESD request for expending ESSER II & III Capital Funds. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, HARRIS, KENT, KISSINGER, TRUETT and WILDE VOTING YES.** (ESD Resolution #22-049).

6.E. Proclaim Licensed Staff Appreciation Week
Licensed Staff Appreciation Week is May 2-6, 2022.

Chair Hamilton read:

WHEREAS, teachers mold future citizens through guidance and education; and

WHEREAS, teachers encounter students of widely differing backgrounds; and

WHEREAS, our country's future depends upon providing quality education to all students; and

WHEREAS, teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service; and

WHEREAS, our community recognizes and supports its teachers in educating the children of this community.

NOW, THEREFORE, BE IT RESOLVED that the Lane Education Service District Board of Directors proclaims May2-6, 2022 to be TEACHER APPRECIATION WEEK; and

BE IT FURTHER RESOLVED that the Lane Education Service District Board of Directors strongly encourages all members of our community to join with it in personally expressing appreciation to our teachers for their dedication and devotion to their work.

DIRECTOR HARRIS MOVED that the Board of Directors of Lane ESD adopt the Licensed Staff Appreciation Proclamation. Director Truett seconded and the **PROCLAMATION WAS UNANIMOUSLY ADOPTED** this 5 day of April, 2022. (ESD Resolution #22-050).

6.F. Approve Memorandum of Understanding

The Lane Education Service District Board of Directors and the Lane County Education Association hereby agree to change the reimbursement for vehicle mileage to the prevailing IRS rate, effective January 1, 2022.

Except as modified in this Memorandum of Understanding, the 2019-23 Collective Bargaining Agreement shall remain in full force and effect.

As a result of this Memorandum of Understanding, Lane ESD will change DI-AR(3) Administrative Regulation that includes language about reimbursements. Currently, Lane ESD reimburses mileage at the IRS rate minus 20 cents per mile. This was done in the past due to inadequate state funding and budget shortfalls. With the recent increase in gas prices, we feel that reimbursing at the regular IRS rate is the responsible thing to do.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approve the Memorandum of Understanding to modify the agency mileage reimbursement rate. Director Wilde seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, HARRIS, KENT, KISSINGER, TRUETT and WILDE VOTING YES.** (ESD Resolution #22-051).

7. Discussion/Reports

7.A. Legislative Update

At the end of each legislative session, COSA and OSBA jointly prepare a comprehensive legislative report. It includes detailed information regarding legislation that will become law and impact the finances, operations, and personnel of our K-12 system and describes changes to policies that will impact the education of Oregon's students. The link to the report for the 2022 Legislative Session: [2022 COSA/OSBA Legislative Report](#)

7.B. Superintendent Report

Grants

Lane ESD has been awarded CTE Revitalization grants in the area of health care and construction occupations. The grant is designed to develop pathways for students beginning in middle school and continuing into high school. A construction part of the grant allows for more collaborative work in construction trades across Lane County.

Connected Lane County

The Connected Lane County (CLC) Board has approved moving to full non-profit status for the organization. Several Regional Achievement Centers (RACs) no longer exist in their original ESDs, while Lane region has one that is growing and thriving. One year ago, Connected Lane County moved their administrative offices to a new space, SparkLab.

CLC staff will no longer be ESD employees. Some will resign, some will be laid off, some will go with the new non-profit. As a result, Lane ESD will be implementing a layoff for some Connected Lane County staff. The layoff is merely procedural: all those wishing to continue to work with Connected Lane County will be hired.

Superintendent Scurto, three Lane County superintendents and industry leaders serve on the Connected Lane County board.

Human Resources Executive Director

Susan Anderson-Brown, AKA "Ze", was hired from Burlington, Vermont. Ze will begin working for Lane ESD in late June. Ze brings a wealth of experience along with a desire and passion for equity work and recruiting and retaining staff.

Student Mental Health

Lane ESD's Social Emotional Learning Specialists, Daniel Gallo and Angela Healow, are partnering with other agencies and will provide a future presentation on what they are doing locally to support social/emotional learning. Lane ESD has been collaborating to provide suicide prevention, and hosted an ASIST training last week with Daniel, Angela and Annie Whiddon (Special Education) facilitating. Lane ESD will offer post-vention training with Roger Brubaker from Lane County Public Health.

Also in the news is the University of Oregon's recently opened the Ballmer Institute in Portland, providing training for teachers.

7.C. MedSplash!

The grant, ***Lane Health Science Hub***, creates a *regional support system* to improve **access** and **successful outcomes** for traditionally under-served students in all 16 school districts and all 12 Health Science CTE Programs of Study. Expanding learning beyond standard school hours, special events (middle school career fair, Saturday workshops, and MedSplash! summer camps) will provide culturally responsive, authentic and integrated academic and workplace learning opportunities to a diverse pool of middle and high school students.

Lane ESD is now accepting applications for MedSplash! Summer Camps. Participation is capped at 30 students per program. Application closes on April 30th.

Middle School MedSplash! The one week program (July 11-15) will be located at Lane Community College Main Campus in Health Professions and will include academic and hands-on activities far beyond those offered in the classroom and includes exposure to state-of-the-art healthcare facilities and equipment. Flyer with QR code attached. Application link below.

Middle School: <https://lesd.link/MedSplash-MS>

7.D. Donation from Drinking Gourd Elementary School

The Lane ESD Board of Directors acted to accept a \$20,000 donation from the Drinking Gourd Elementary School at its January 4, 2022 meeting. The donation is directed to the Lane African American Black Student Success Program.

A presentation of the check was celebrated on March 15, 2022.

7.E. OSBA Summer Board Conference

Registration is now open for the OSBA Summer Board Conference, scheduled for July 8-10, 2022 at the Riverhouse in Bend. The cost for the registration is \$205 per person, and the preconference is \$160 per person.

OSBA will offer more than 20 workshop offerings on these and other important topics:

- Equity work in rural versus urban settings
- Managing public comments and meeting disruptions
- Policy development and implementation
- Complaint procedures
- Legislative updates

The Board will discussed attendance at this event. Directors Hamilton, Harris, and Truett indicated they will attend. Director Kissinger and Community Advisor Zygiatis will RSVP at a later date.

7.F. Grant Proposals

The Board and Superintendent reviewed current and recently awarded grants and discussed the process for Board action related to grants. There is a process in place for staff who are interested in applying for a grant. Staff are able to submit the grant for review by the Superintendent and Leadership team. Superintendent Scurto will bring new grants to the Board for their approval. The Board asks that information on why the agency would choose a grant and how the grant aligns with the Lane ESD purpose and strategic plan be included in the approval process.

7.G. OSBA Listening Session

All Board members are invited to join OSBA Executive Director Jim Green and other OSBA staff at the local Spring Listening Session. The first 8 listening sessions were held last Fall and the remaining 12 have been scheduled this Spring. This split allows OSBA's executive staff to attend all meetings. Listening sessions are currently being planned as in-person events. The Lane Region Listening Session is scheduled for Thursday, April 7, 2022. Dinner will be served at 6:00, with the program beginning at 6:30 p.m.

8. 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.

9. Board Member Reports and Comments/Agenda Planning

9.A. 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.

9.B. Board Member Reports

Board members are asked to submit their reports in writing to be attached to Boardbook. Reports can be sent to the Executive Assistant in advance of the meeting.

As Board Members prepare their reports, they are asked to 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](#)

Sydney Kissinger

Vanessa Truett

[Rose Wilde](#)

Johnie Matthews, Superintendents' Council Advisor: Lowell School District is hiring a full-time Special Education director. Superintendent Scurto is now serving as consultant/mentor for Superintendent Matthews.

Emilio Hernandez, Liaison, Springfield Public Schools: No report

Mike Anderson, Liaison, Creswell School District: Creswell School District conducted its first in-person executive session last week since start of pandemic. The Board also toured the schools last week. Mr. Anderson noted the number of positive comments about Lane ESD on his tours. The district's negotiations begin next week. The Creswell School District board heard a curriculum adoption presentation last week from elementary teachers.

Mark Boren, Liaison, Fern Ridge School District: The Fern Ridge Key Communicators group met this morning in-person. The districts is fortunate to have an influx of scholarship funds this year. Superintendent Carpenter has begun working with unvaccinated staff to determine their plans to return to school. The district is developing criteria for volunteers to return to school. The district's Board Chair resigned at last month's meeting. Fern Ridge is moving to ParentSquare for parent communication, \$4 per student per year. The district's Option Program is moving from K-12 to 6-12. Outdoor School for 5th graders begins next week.

Erin Zygaitis, Community Advisor: Some districts sent representatives to a national Board Member meeting in San Diego. There are currently two vacancies on Eugene 4J school board.

10. Announcements/Correspondence

10.A. Acknowledgements and Recognition

10.B. Kudos

Kudos to: David Lanza, Jenell Koelblin, Lisa Baber

Reported by: Dave Standridge

Reason: Huge thanks to Jenell and David for covering accounts payable while we're temporarily down a person. They've managed to keep Lane ESD, Blachly and Crow-Applegate-Lorane A/P on schedule. We're also grateful for Lisa Baber temporarily coming out of retirement to take over payroll as we look for a permanent

replacement. Thank you all!

Kudos to: Cameron Yee & Jenaro Ramirez
Reported by: Lane AABSS Team
Reason: For always being willing to help bring our vision and mission to light through technology.

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

10.C. Announcements

10.C.1. **Lane ESD Board Member Activities and Opportunities**

- OSBA Listening Session, April 7, 2022
- OSBA: [Bonds, Ballots and Buildings Conference](#), April 8, 2022
- Representative John Lively Town Hall, April 13, 2022
- [PACE Day](#), April 14, 2022
- OSBA [Legislative Policy Committee Meeting](#), April 22-23, 2022
- OSBA [Board Meeting](#), June 17-18, 2022
- OSBA [Summer Board Conference](#), July 8-10, 2022

10.C.2. **Component District Board Meeting Dates**

11. Adjournment

Chair Hamilton adjourned the meeting at 7:52 p.m.

- The next regular meeting is scheduled to be held Tuesday, May 10, 2022, at the Lane ESD Main Campus, 1200 Highway 99 N, Eugene.

Minutes Approved:

Linda Hamilton, Chairperson

Tony Scurto, Superintendent



LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North
Eugene, OR 97402

541.461.8200
541.461.8298 [Fax]

www.lesd.k12.or.us

EQUITY COMMITMENT LEADERSHIP COLLABORATION INTEGRITY

Lane ESD Budget Committee Meeting and
Regular Meeting of the Board
Tuesday, May 10, 2022 5:30 PM Pacific

District Office
1200 Hwy 99 N
Eugene, Oregon 97402

1. Call Board of Directors To Order

Chair Linda Hamilton called the Regular Meeting of the Board to order at 5:33 p.m.

Board Members Present: Sherry Duerst-Higgins, Linda Hamilton, Leslie Harris, Nora Kent, Sydney Kissinger, Vanessa Truett, and Rose Wilde.

Administrative Staff Present: Superintendent Tony Scurto, Assistant Superintendent Carlos Sequeira, Business Services Director Dave Standridge, Special Education Director Sue Mathisen, Human Resources Director Carol Knobbe, recording secretary Julie Simmonds

Advisors and Liaisons Present: Erin Zygaitis (Community Advisor)

Guests: Amber Eaton (OAESD), Cameron Yee (LCEA)

1.A. Appoint Budget Committee Member

The Board received a resignation from Bethel School District's Rich Cunningham from the Budget Committee.

Bethel School District nominated its member Robin Zygaitis for the Lane ESD Budget Committee.

DIRECTOR WILDE MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD appoint Bethel School District Board Member Robin Zygaitis to the 2022-23 Budget Committee. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, HARRIS, KENT, KISSINGER, TRUETT AND WILDE VOTING YES** (ESD Resolution #052).

1.B. Adjourn Board of Directors

The Board Meeting was adjourned at 5:34 p.m.

2. Call Budget Committee To Order

Chair Linda Hamilton called the Budget Committee Meeting to order at 5:34 p.m.

2.A. Welcome and Introductions

Budget Committee Members Present: Andrea Larsen (Fern Ridge School District), Robin Zygaitis (Bethel School District), Emilio Hernandez (Springfield School District), Laural O'Rourke (Eugene School District), Director Sherry Duerst-Higgins, Chair Linda Hamilton, Director Leslie Harris, Director Nora Kent, Director Sydney Kissinger, Vice-Chair Vanessa Truett, Director Rose Wilde,

Administrative Staff Present: Superintendent Tony Scurto, Assistant Superintendent Carlos Sequeira, Business Services Director Dave Standridge, Special Education Director Sue Mathisen, Human Resources Director Carol Knobbe, recording secretary Julie Simmonds

Advisors and Liaisons Present: Erin Zygaitis (Community Advisor)

Guests: Amber Eaton (OAESD), Cameron Yee (LCEA)

2.B. Election of Officers

2.B.1. Nominations for Presiding Officer

Director Duerst-Higgins nominated Vice-Chair Vanessa Truett to serve as the Presiding Officer of the Lane ESD 2022-23 Budget Committee. There were no other nominations. No second is required for appointment of Budget Committee Presiding Officer.

Lane ESD Board Vice-Chair Vanessa Truett was appointed to serve as the Presiding Officer of the Lane ESD 2022-23 Budget Committee.

2.C. Presentation of Superintendent Budget Message

Our agency is experiencing growth. Starting next year, the four elementary Springfield Public School Lifeskills classrooms will be operated by Lane ESD. We are also seeing the effect of full funding and implementation of the Student Success Act. A challenge that stems from this growth is how to scale up accordingly. In addition to front line personnel needed—teachers, Instructional Assistants (IAs), specialists—we need to add administrative support to effectively continue to serve our districts.

At the same time we are expanding in several areas, there is one unit of our School Improvement Department we will be losing. Connected Lane County (CLC) will be become a fully independent non-profit entity starting on July 1. CLC employees will no longer be employees of Lane ESD. While this may seem like a sudden decision, it is actually one that CLC has been contemplating for several years now. Two years ago CLC achieved non-profit status but continued to use Lane ESD as their backbone for operations. It was a hybrid public/non-profit arrangement. Through the years we have appreciated all the work CLC has done for students in our region. We know they will continue this good work and we look forward to maintaining a partnership with them.

2.D. Review of Proposed Budget Document

Business Services Director Dave Standridge reviewed the proposed 2022-23 Budget Document.

2.E. Committee Discussion

The Board expressed appreciation to Dave Standridge for his work on the Budget.

2.F. Public Comment(s)

There was no public comment.

2.G. Committee Action

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the 2021-22 Budget Committee of Lane ESD approves the 2021-22 Budget as presented. Director Harris seconded and the **MOTION CARRIED WITH BUDGET COMMITTEE MEMBERS LARSEN, ZYGAITIS, HERNANDEZ, O'ROURKE, DUERST-HIGGINS, HAMILTON, HARRIS, KENT, KISSINGER, TRUETT AND WILDE VOTING YES** (ESD Resolution #052).

2.H. Adjourn Budget Committee

Presiding Officer Truett adjourned the Budget Committee Meeting at 6:05 p.m.

3. Call Regular Meeting To Order

Chair Linda Hamilton called the Regular Meeting of the Board to order at 6:15 p.m.

4. Welcome

Board Members Present: Sherry Duerst-Higgins, Linda Hamilton, Leslie Harris, Nora Kent, Sydney Kissinger, Vanessa Truett, and Rose Wilde.

Administrative Staff Present: Superintendent Tony Scurto, Assistant Superintendent Carlos Sequeira, Business Services Director Dave Standridge, Technology Services Director Brandon Webb (remote), Special Education Director Sue Mathisen, Human Resources Director Carol Knobbe, recording secretary Julie Simmonds

Advisors and Liaisons Present: Johnie Matthews (Superintendents' Council), Mike Anderson (Creswell School District), Mark Boren (Fern Ridge School District), Emilio Hernandez (Springfield Public Schools), Erin Zygaitis (Community Advisor)

Guests: Amber Eaton (OAESD), Cameron Yee (LCEA), Christina Okesson LCEA rep

5. Public Participation

There was no public participation or comment.

6. Agenda Review

The agenda was reviewed.

7. Presentation: OAESD

Amber Eaton presented to the Board on her role as the OAESD Executive Director and current organization activities.

8. Action Items

8.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. Human Resource Report, dated May 1, 2022

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopt the consent group as submitted and listed. Directors Kissinger seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, HARRIS, KENT, KISSINGER, TRUETT AND WILDE VOTING YES** (ESD Resolution #053)

8.B. Accept Financial Report

Business Services Director Dave Standridge discussed the April 2022 Financial Report. He will return in June with supplemental budget due to order changes and other changes.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the April 2022 Financial Report as submitted. Directors Wilde seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, HARRIS, KENT, KISSINGER, TRUETT AND WILDE VOTING YES** (ESD Resolution #054).

8.C. Cast Vote for OAESD Governance Council Chair-Elect

At the March 9th meeting, the OAESD Governance Council moved to reopen the OAESD Officers Council Nomination and Election process for the Chair-Elect as there were not enough votes submitted during the 1st process and timeline. Receipt of nominations for the OAESD Board Chair-Elect position has now closed. OAESD has received two nominations for this position. Please see the nominees bio and pictures attached. The Board is asked to submit submit its board's [vote/ballot](#) by May 31, 2022.

May - Local Boards will cast their votes for Chair-Elect. Results will be turned in to the OAESD no later than May 31.

June 2nd – The results of the election(s) will be announced at the OAESD Superintendent Council Meeting on June 2nd.

Officers Council as of July 1, 2022

Board Section

Linda Brown, Clackamas ESD (Chair)

TBD (Chair-Elect)

Kelly Bissinger, Intermountain ESD (Past-Chair)

Superintendent Section

Tonja Everest, Linn Benton Lincoln ESD (President)
Tony Scurto, Lane ESD (President-Elect)
Paul Andrews, High Desert ESD (Past-President)

Executive Director

Amber Eaton

Program Administrator

Jessica Brenden

The Board discussed the candidates and the qualities they would bring to the role. One candidate is rural, one is Willamette Valley.

DIRECTOR WILDE MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD casts its vote for Miriam Cummins. Directors Kent seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, HARRIS, KENT, KISSINGER, TRUETT AND WILDE VOTING YES** (ESD Resolution #055).

8.D. Asian American Pacific Islander Month May 2022

[Asian American Pacific Islander \(AAPI\) Heritage Month](#) takes place every May in the United States.

AAPI Heritage Month, formerly Asian Pacific American Heritage Month until 2009, [originated in 1992](#) when then New York Congressman Frank Horton introduced the bill that called for the month of May to receive that designation, which came from the idea of former Capitol Hill staffer Jeanie Jew in the mid 1970s – more than 15 years earlier.

Jeanie Jew witnessed the U.S. Bicentennial celebrations of 1976 and was concerned about the lack of recognition [given to Asian Americans and Pacific Islanders](#). At the time, celebrations of Black History Month and Hispanic Heritage were already in place. While Black History Month was [decreed by President Gerald Ford in 1976](#) to become a national observance, Hispanic Heritage Week [was designated as a national celebration by President Lyndon B. Johnson in 1968](#).

The month of May was selected for two reasons: First, to commemorate the arrival of the first known Japanese immigrant to the U.S. [on May 7, 1843](#); secondly, to honor the completion of the transcontinental railroad on May 10, 1869, which [upwards of 20,000 Chinese workers](#) helped to construct. The month pays tribute to the generations of Asian and Pacific Islanders who have enriched the United State's history and are instrumental in its future success.

Now, therefore, the Board of Directors of Lane ESD declares:

Asian Pacific American Heritage Month in Lane Education Service District

WHEREAS: Asian and Pacific Americans have lived and worked in Oregon for more than 200 years, contributing to the state's rich history, economy, and culture; and
WHEREAS: Asian and Pacific Americans have helped advance our community's prosperity through their contributions to all fields of education, business, the arts, economic development, science, and technology; and
WHEREAS: Asian and Pacific American history is marked by a struggle for freedom, equality, and justice, prevailing over the adversity of exclusion, persecution, incarceration, and disparities; and
WHEREAS: The vibrant history and diverse cultures of Oregon's Asian and Pacific Americans are here to be honored as a central part of our state's story and shared across all Oregon communities; and
WHEREAS: The month of May is nationally recognized as a time to celebrate contributions of Asian and Pacific Americans to our society and collective history.
THEREFORE: The Lane Education Service District Board hereby proclaims May 2022 to be ASIAN PACIFIC AMERICAN HERITAGE MONTH in Lane Education Service District.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD proclaim May 2022 as Asian American Pacific Islander Month. Directors Wilde seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, HARRIS, KENT, KISSINGER, TRUETT AND WILDE VOTING YES** (ESD Resolution #056).

8.E. Implement Policy GCPA: Layoff/Recall - Licensed Staff

When the Lane ESD Board determines that a layoff of staff is necessary, it will discuss the matter at a regular or special Board meeting and will consider such factors and alternatives it deems necessary to arrive at a decision. Layoff may take place under the following conditions:

1. The ESD's lack of funds to continue its educational program at its anticipated level;
2. Elimination or adjustment of classes due to an administrative decision;
3. Other reasons as determined by the Board.

Nothing in this policy, however, is intended to interfere with the right of the ESD to discharge, remove or non-renew the contract of a probationary teacher or to not extend the contract of or dismiss a contract teacher pursuant to the provisions of the Accountability for Schools for the 21st Century Law.

Based on an administrative reorganization within the contracting agency, the following position is subject to layoff.

- 1 position: Teacher, MLK School

DIRECTOR WILDE MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD implements Policy GCPA: Layoff/Recall - Licensed Staff as presented. Director Harris seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-**

HIGGINS, HAMILTON, HARRIS, KENT, KISSINGER, TRUETT AND WILDE VOTING YES (ESD Resolution #057).

8.F. Implement Policy CPA: Layoff/Recall Administrative Staff

This policy is applicable to all licensed/unlicensed administrator/confidential staff below the rank of assistant superintendent.

The Board retains the right to determine when a layoff is necessary. Layoffs shall be by position. A reduction in hours does not constitute a layoff.

The factors considered in the layoff process will be license, seniority, qualifications, merit, and/or competence. Competence includes recent experience, additional training and educational attainments.

Merit includes the measurement of one administrator's ability and effectiveness against the ability and effectiveness of another administrator. The Board will retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs and services of the ESD.

Prior to initial development of a recall procedure for administrators, the Board will consult with the employees or a designated representative of the employees covered by this policy.

- 1 position: Director, Connected Lane County/Lane STEM

DIRECTOR WILDE MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD implements Policy CPA: Layoff/Recall Administrative Staff as presented. Director Harris seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, HARRIS, KENT, KISSINGER, TRUETT AND WILDE VOTING YES (ESD Resolution #058).**

8.G. Implement Policy GDPA: Layoff/Recall, Classified

If the Board determines the need for a reduction in work force, the procedures outlined below will be followed. 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 insurance benefits.

Any employee who is to be laid off will be so notified in writing 45 calendar days (or more) prior to the lay-off date. The association will simultaneously be sent a copy of the notification if a member or members are involved.

Layoff criteria to be considered by the Board are:

1. Maintenance of a sound and balanced service program;
2. Qualifications of the staff as defined in the job descriptions; and
3. Seniority.

An employee whose position is being eliminated will be eligible to bump the least senior employee in the same position description/category with the same or fewer

hours of employment and same or lesser rate of pay, if qualified. If there are no positions within the job category for which the employee is qualified and has greater seniority, then the employee may bump the least senior employee outside their job category with the same or fewer hours of employment and same or lesser rate of pay so long as the laid off employee is qualified for that position. An employee displaced by bumping may also have the option to bump on the same basis.

- 2 positions: Projects Assistant
- 2 positions: Youth Transition Facilitator
- 4 positions: Coordinator, Connected Lane County
- 1 positions: Coordinator, Connected Lane County/Lane STEM
- 1 position: Coordinator, Communications, Connected Lane County
- 1 position: Coordinator, Marketing and Communications, Connected Lane County/Lane STEM
- 1 position: Peer Support Specialist
- 1 position: Program Assistant, Connected Lane County

DIRECTOR WILDE MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD Implements Policy GDPA: Layoff/Recall, Classified as presented. Director Harris seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, HARRIS, KENT, KISSINGER, TRUETT AND WILDE VOTING YES** (ESD Resolution #059).

9. Discussion/Reports

9.A. Legislative Update

There was no legislative update.

9.B. Superintendent Report

OAESD Summer Programs for Community Based Organizations

In the summer of 2021, funding was awarded through the Oregon Community Foundation. The legislature decided that the funding should flow through the ESDs. ESDs are disseminating information on available funds for summer programs to Community Based Organizations through OAESD. Lane ESD will ensure that all requirements are met by Community Based Organizations that submit funding requests, and send those requests on to OAESD. There is a total of \$48M for the state to distribute. The OAESD's goal is to distribute the funds statewide. The Board discussed ways to connect with Community Based Organizations and provide equitable support in rural areas.

ESD Role in Appointing Component District Board Members

If there is any district in Lane County that has less than a majority of Board members due to recall or resignation, the ESD can appoint a Board member. The ESD Board is not the authority for component districts. The ESD is not responsible for breaking a tie vote for a component district.

Mapleton School District Superintendent

Lane ESD's Student Success Act Administrator has accepted a .75 FTE Superintendency with Mapleton School District. She will continue part-time for Lane

ESD with the Student Success Act.

House Bill 4030

House Bill 4030 provides nearly \$100 million for districts to use for recruitment and retention efforts, including bonuses, and to reimburse substitute teachers and instructional assistants for training costs they incur through January 2024. Lane ESD will be seeking some of these funds to support recruitment and retention efforts in our agency. Of particular focus is the Life Skills classrooms and staffing the classrooms in order to operate a full school year.

Classroom Visits

Superintendent Scurto is resuming classroom visits. He invites Board members to join if time allows.

9.C. Board Self-Evaluation

Board self-evaluation provides more than just accountability and communication. It provides an opportunity for building the best possible leadership for the district and community. Commitment to quality, excellence, continuous learning, and local control of the educational system is demonstrated when boards lead by example.

Oregon School Boards Association's Board Self-Evaluation online survey is designed to provide both a clear objective system for board evaluation. It was developed by our colleagues in Washington, and is based on board standards that were identified through the [Lighthouse Inquiries](#). This tool has also been validated in additional research asking about the relationship between boardsmanship as measured with this board self-assessment tool and student achievement. The initial research was conducted in Montana by Ivan Lorentzen, Ed. D.

This initial research from Montana has now been replicated in Washington and Texas. The survey measures 5 standards, 22 benchmarks, and 69 key performance indicators. It takes about twenty minutes to complete. It is designed to assess the board as a whole, not its individual members, and each question asks to what extent the board does the following statement or question. It is completely anonymous, however, it does ask a role question in case the board wishes to include its superintendent and board secretary. Their answers however are not individually identifiable.

Why evaluate?

The culture of an organization is set at the top, and it is no different for school and educational organizations. School boards must be strong, effective leaders to meet the challenges faced by public education today. School board members direct the affairs of the district by setting goals, developing policy, communicating and evaluating, all with a focus on the achievement and best interests of all students in the district. Self-assessment by the board provides valuable information, discussion and communication.

Self-evaluation by the board:

- Holds the board accountable to themselves, the staff and the community.
- Allows for reflection by board members on the board's behavior and performance.
- Fosters open communication.
- Improves decision making by enhancing a common understanding of philosophies and goals.
- Resolves differences of opinion and challenges assumptions.
- Provides insight into how and why decisions are reached.
- Allows new board members an opportunity to understand board processes.
- Identifies strengths and weaknesses of the board as a whole.
- Holds the board accountable in its role as representative of the public.
- Provides a starting point for effective goal setting and long range planning.

The OSBA online survey is available and free for OSBA member boards. Please reach out to the [Board Development department](#) to request the link. A summary report of the 5 standards will be provided free of charge. A more in-depth facilitated conversation of the survey's 22 benchmarks and 69 key performance indicators is provided to your board by a member of the OSBA Board Development team for a small fee and travel costs.

The Board discussed reviewing self-evaluation tools that other ESDs are using. Superintendent Scurto will bring samples to a subsequent meeting of the Board for discussion.

9.D. First Read: 2022-23 Board Meeting Calendar

The Board discussed its 2022-23 meeting calendar.

Proposed dates for the 2022-23 year are:

July 12 or skip
 August 2
 September 6 (Labor Day September 5)
 October 4 (Yom Kippur October 5)
 November 1
 December 6
 January 3
 February 7
 March 7 (Purim)
 April 4
 May 2
 June 6

The Board discussed the 2022-23 meeting calendar and agreed to move the October 4 meeting to October 11. The Board will act on approving the calendar at its June 2022 meeting.

9.E. First Read: Policy and Administrative Rule Updates

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. The Board shall communicate its position on matters of public policy and shall interact with the community, other governmental bodies and agencies and the media through the spokesperson designated by the Board.

The Board of Directors read policy updates related to Sexual Harassment and Remote Work. The associated administrative rule related to Remote Work was being shared with the board. The policy updates will be presented for action at the June 2022 meeting.

10. Information from Administrative Staff

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

11. Board Member Reports and Comments/Agenda Planning

11.A. 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.

11.B. Board Member Reports

Board members were asked to submit their reports in writing in advance to be attached to Boardbook. Reports can be sent to the Executive Assistant in advance of the meeting.

As Board Members prepare their 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
Sydney Kissinger
Vanessa Truett
Rose Wilde

Johnie Matthews, Superintendents' Council Advisor
Mike Anderson, Liaison, Creswell School District: Creswell School District is currently involved in union negotiations, budget work, and planning summer school for this year.
Mark Boren, Liaison, Fern Ridge School District
Emilio Hernandez, Liaison, Springfield Public Schools: Springfield Public Schools is working on its 2022-23 budget and anticipating what will come from the state.
Erin Zygaitis, Community Advisor: Met with two Eugene board members to discuss issues in north area of Eugene.

12. Announcements/Correspondence

12.A. Acknowledgements and Recognition

12.B. Kudos

Kudos to: Madeline Malsch, Tracey Ward, Julie Simmonds
 Reported by: Carol Knobbe
 Reason: Thanks so much for your support for hiring activities in Special Education. I appreciate your flexibility and willingness to pitch in!

Kudos to: Lisa Baber, David Lanza, Jenell Koelblin
 Reported by: Carol Knobbe
 Reason: Thanks for stepping up to help with payroll and AP will the department is short staffed.

Kudos to: Brad Johnston
 Reported by: Carol Knobbe
 Reason: Brad -Thanks for all the follow up on the HVAC issues. I know it is frustrating!

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

12.C. Announcements

12.C.1. **Lane ESD Board Member Activities and Opportunities**

12.C.2. **Component District Board Meeting Dates**

13. Adjournment

Vice-Chair Vanessa Truett adjourned the meeting at 7:45 p.m.

- The next regular meeting is scheduled to be held Tuesday, June 7, 2022, at the Lane ESD Main Campus, 1200 Highway 99 N, Eugene.

Minutes Approved:

Linda Hamilton, Chairperson

Tony Scurto, Superintendent

Lane Education Service District
2021-22 General Fund Financial Summary
 May 31, 2022

Budget	Actual: Jul-May	Projected: Jun	Projected Total	Projected vs Budget \$ %
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Resources

State School Fund	14,248,500	14,548,119	-	14,548,119	299,619	2.1%
Property Tax & Timber	8,100,500	7,872,383	191,200	8,063,583	(36,917)	-0.5%
Services to Districts	1,158,400	39,576	718,214	757,790	(400,610)	-34.6%
Other Local Revenue	318,000	454,557	7,513	462,070	144,070	45.3% (1)
Indirect from Grants	330,000	193,311	296,689	490,000	160,000	48.5%
Total Revenues	24,155,400	23,107,946	1,213,615	24,321,561	166,161	0.7%
Beginning Fund Balance: Unreserved	3,087,000	3,242,279	-	3,242,279	155,279	5.0%
Beginning Fund Balance: District Reserves	718,000	863,577	-	863,577	145,577	20.3%
Total Resources	27,960,400	27,213,802	1,213,615	28,427,417	467,017	1.7%

Requirements

Salaries	8,306,689	6,238,447	1,264,999	7,503,446	(803,243)	-9.7% (2)
Benefits	5,703,455	4,175,993	881,181	5,057,174	(646,281)	-11.3% (2)
Services	2,770,007	1,952,532	1,481,063	3,433,595	663,588	24.0% (3)
Supplies	278,402	286,139	15,830	301,969	23,567	8.5%
Other	167,400	205,030	800	205,830	38,430	23.0%
Interfund Transfers	387,200	357,200	170,000	527,200	140,000	36.2% (4)
Transit Cash to Districts	6,745,364	4,642,193	2,372,658	7,014,851	269,487	4.0%
Total Expenditures	24,358,517	17,857,534	6,186,532	24,044,066	(314,451)	-1.3%
Ending Fund Balance: Unreserved	2,521,119	-	-	3,402,939	881,820	35.0%
Ending Fund Balance: District Reserves	1,080,764	-	-	980,413	(100,351)	-9.3%
Total Requirements	27,960,400	17,857,534	6,186,532	28,427,417	467,017	1.7%

Change in Unreserved Fund Balance	(565,881)	160,660
Unreserved Ending Fund Balance	10.4%	14.0%

(1) Includes an unexpected refund of prior year OT/PT expenses and a larger than anticipated workers comp insurance refund.

(2) Position vacancies.

(3) Contracting for School Psychologist and SLP services due to staff vacancies. Contracting for Nurse Services for a few component districts. Increase in Sign Language Interpreter services being paid with flex dollars.

(4) Additional transfers to Capital Projects Fund

EXAMPLE QUESTIONS ASKED BY BOARD MEMBERS OF A BUSINESS MANAGER DURING A FINANCIAL REVIEW SESSION

- 1) Are the books balanced and reconciled?
- 2) Are all cash and investment accounts reconciled to the general ledger?
- 3) Does the adopted budget reflect expected expenditures?
- 4) Have payroll reports been filed and have all payroll liabilities been paid timely?
- 5) Have all federal and state reimbursement requests as well as required financial reporting forms been filed timely?
- 6) Are there any suspected cases of fraud that we need to be aware of?
- 7) Are there any suspected changes to the internal control system?
- 8) Have there been any significant changes to the internal control system?
- 9) Is the business office adequately staffed to allow for proper segregation of duties?
- 10) Have there been any changes to the accounting system or accounting policies that are significant?
- 11) Has the accounting software and related IT systems been subject to review by an IT professional to ensure seamless backup in the event of a malware, ransomware, or other compromise of computer security?
- 12) Are there any other financial-related matters we should be aware of?
- 13) Are there any new pronouncements on the horizon that may require additional staff time or disbursement of funds to properly implement?
- 14) Are all financial statements that have been provided to the Board accurate and complete to the best of your knowledge?
- 15) Have you been asked by the Superintendent to do anything that makes you uncomfortable or to present any information you feel is inaccurate?

June 7, 2022

Resolution No.

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 2021-22 which increases the total budget by \$1,640,000 to the sum of \$65,834,333.

BE IT RESOLVED that the amounts for fiscal year 2021-22 and for the purposes shown below are hereby appropriated and increase the total appropriation of all funds by \$1,640,000 to the sum of \$65,234,333.

SUMMARY OF SUPPLEMENTAL BUDGET

General Fund

Resource	Amount	Requirement	Amount
		1000 Instruction	\$ (1,040,000)
		2000 Support Services	700,000
		5200 Transfers to Other Funds	140,000
		5300 Apportionment of Funds	600,000
		6000 Contingency	(400,000)
Revised Total Resources	<u>\$ 27,960,400</u>	Revised Total Requirements	<u>\$ 27,960,400</u>

Comments:

Adjust appropriations for the reduction in Life Skills costs, the increase in SLP services, Nurse services, HR staffing increase, legal/professional fees, increase in district transit dollars and additional transfer to Capital Projects Fund.

Special Revenue Fund

Resource	Amount	Requirement	Amount
State Revenue	\$ 870,000	2000 Support Services	800,000
Federal Revenue	\$ 630,000	5300 Apportionment of Funds	700,000
Revised Total Resources	<u>\$ 33,798,433</u>	Revised Total Requirements	<u>\$ 33,798,433</u>

Comments:

Increased grant revenue for EI-ECSE, African American Black Student Success, ESSER and WIOA.

Capital Projects Fund

Resource	Amount	Requirement	Amount
Transfers from Other Funds	\$ 140,000	2000 Support Services	140,000
Revised Total Resources	<u>\$ 2,652,200</u>	Revised Total Requirements	<u>\$ 2,652,200</u>

Comments:

Increase appropriation for Westmoreland campus improvement projects.

Board Chair

**LANE EDUCATION SERVICE DISTRICT
2022-23 BUDGET RESOLUTIONS**

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors for Lane Education Service District hereby adopts the budget for the 2022-23 fiscal year in the total sum of \$69,499,937 now on file at the Office of the Superintendent.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that for the fiscal year beginning July 1, 2022, the amounts shown below are hereby appropriated for the purposes indicated within the funds listed:

Appropriation Category	Fund Name					All Funds Total
	General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Internal Service Fund	
1000 - Instruction	10,318,887	3,614,284	0	0	0	
2000 - Support Services	9,497,109	13,243,713	40	341,925	798,600	
3000 - Food Service	0	65,500	0	0	0	
4000 - Facilities Construction	0	0	0	0	0	
5100 - Debt Service	0	0	855,000	63,075	0	
5200 - Interfund Transfers	459,000	0	0	0	0	
5300 - Apportionment of Funds	5,726,153	20,508,000	0	0	0	
6000 - Contingency	3,408,651	0	0	0	0	
Appropriation Total	29,409,800	37,431,497	855,040	405,000	798,600	68,899,937
7000 - Unappropriated	600,000	0	0	0	0	600,000
Budget Total	30,009,800	37,431,497	855,040	405,000	798,600	69,499,937

RESOLUTION IMPOSING AND CATEGORIZING THE TAX

BE IT RESOLVED, that the following ad valorem property taxes are hereby imposed and categorized for tax year 2022-23 upon the assessed value of all taxable property within the district:

Permanent tax rate subject to the Education Limitation: \$.2232 per \$1,000 of assessed value.

Board Chair

Date



HB 4030 Education Staff Retention and Recruitment Grant Application

Eligible Applicants are required to complete and submit this application to access grant funds from Section 7 of HB 4030, which provides funds to support retention and recruitment of education personnel in schools across Oregon for the period of April 15, 2022 through June 30, 2023.

UPDATED DEADLINE: This application is due no later than June 6, 2022 at 5:00pm.

Prior to completing this form, please review the following information:

- Once you begin filling out this form, you must finish it. **It is not possible to save your progress and come back to it.** To assist you in preparing your responses, the full list of the questions in this form can be found in the Grant Guidance document: <https://bit.ly/4030guidance>
- Information on **eligibility, allocations, and grant disbursement processes** are available in the Grant Parameters document: <https://bit.ly/4030parameters>
- **Guidance on completing this application**, including recommendations for high-leverage strategies, is available in the Grant Guidance Document: <https://bit.ly/4030guidance>

All documents linked here, as well as additional supporting documents, are available on the Grant webpage: <https://bit.ly/4030EdStaffGrant>

If you have questions or experience issues with this form, please email ODE.RetentionGrants@ode.oregon.gov.

Applicant Contact Information

1. Name of person filling out the application *

Julie Simmonds

2. Name of the entity completing this application (ESD, school district, or charter school) *

Lane ESD



3. ODE Institution ID *

2064

4. If applying as a consortia, list the other entities represented in this application and their ODE Institution IDs.

N/A

5. Name of Grant Manager *

Carlos Sequeira

6. Email of Grant Manager *

csequeira@lesd.k12.or.us

7. Phone number of Grant Manager *

8. Name of Authorized Signatory *

9. Email of Authorized Signatory *

10. Phone number of Authorized Signatory *

Problem of Practice

Applicants are required to identify one Problem of Practice and at least one associated strategy that grant funds will be used to address. See the Grant Guidance (<https://bit.ly/4030guidance>) for step-by-step guidance on identifying a Problem of Practice and answering each question.

Applicants are not expected to have more than one Problem of Practice, however, if you do, you will be prompted to enter the additional ones after you respond to questions about the first one. This application will accept up to three Problems of Practice (with no limit on the number of associated strategies per Problem of Practice).

11. What personnel group(s) were involved in identifying this Problem of Practice and selecting the strategy(ies)? *

- Licensed teachers
- School leaders
- Instructional classified staff
- Non-Instructional classified staff
- Substitute teachers
- Licensed Staff (Specialists)

12. Describe how personnel group(s) were significantly involved, including any specific subgroups (i.e. special education teachers), methods of engagement, and how many staff participated. *

See the "Personnel Engagement in Application Development" in the Grant Guidance for suggestions on methods of engagement.

Since the beginning of the COVID-19 pandemic district leadership has been communicating with school and division teams, unions and educator networks to understand challenges and identify root causes. Specific subgroups include special education teachers, specialists (Speech Language Pathologists, School Psychs, Behavior Consultants), academic content leaders and paraprofessional staff. During this school year at every bi-weekly Input meetings with our local association [Lane County Education Association (LCEA)] co-presidents, our staff shortages have been discussed. Furthermore, an all-staff survey was conducted. This survey specifically addressed wellness issues and ideas. Responses indicated a number of opportunities to

13. What is the Problem of Practice (POP) being addressed with funds from this grant? *

See Step One of the Grant Guidance document for help with developing a POP.

The problem of practice is recruitment and retention of qualified professionals to meet the instructional needs of students, particularly the most vulnerable students. The most glaring problem is a shortage of Instructional Assistants in our Life Skills classrooms.

14. Have you selected strategies from the Equity and Innovation Menu to address this POP? *

The Equity and Innovation Menu is available in the Grant Guidance document. See Step Two for help with selecting or developing strategies.

- We are using strategies on the Menu.
- We are using strategies that are not on the Menu.
- We are doing both - strategies on the Menu and strategies that are not on the Menu.

POP 1: Menu Strategies

You indicated that grant funds will be used to implement a strategy or strategies on the Equity and Innovation Menu.

Note: Applicants are not required or expected to use more than one strategy.

15. Select the strategy or strategies from the Equity and Innovation Menu that will be funded by this grant. *

See the Equity and Innovation Menu in the Grant Guidance for the list of strategies.

- Engage in Disciplined Inquiry to Understand Root Causes of Burnout: Utilize Plan, Do, Study, Act study cycles to investigate root causes of educator job dissatisfaction specific to your local context and within your internal locus of control.
- Build a Thriving Organizational Culture: Conduct an organizational assessment to identify priorities for shifting organizational culture where every employee feels valued.
- Develop a Data Driven Recruitment Process: Develop a recruitment process for Educators of Color, and hard to fill areas that identifies targeted States and universities using data and research protocols to drive decision making
- Tiered Bonus Compensation Program: Design a bonus option package that is allocated quarterly and aligned to performance goals to support year commitment that includes on-boarding support (hard to fill/ shortage areas).
- Establish a Transparent & Equitable Rewards Program: Design a total rewards system that helps to strategically evaluate non-compensatory rewards in alignment with organizational strategic goals.
- Expand/connect to career pathways: Identify education careers, particularly for adult students, career changers, and local community members who might otherwise not access required education or career opportunities.
- Personalized Professional Learning: Move from evaluations to professional growth plans to create shared ownership and responsibility for professional growth.

- District-Post Secondary Partnerships: Districts work with Post Secondary Partner(s) to re-design educator preparation or offer accelerated endorsement programs, educator diversification, etc. that are aligned to local needs.
- Personalized Professional Learning: Provide opportunities for contract-extension hours to after-school and/or summer programs to participate in professional development (trauma-informed care, CRP, etc).
- Personalized Professional Learning: Provide multi-modal (online, in-person, hybrid) training options that are ongoing and allow self-pacing as well as build capacity for flexible school/district assignments.
- Networked Learning: Work across districts to learn and identify strategies that will address root causes of working conditions that lead to burnout, such as supportive structures, time for planning and collaboration, job-embedded learning opportunities.
- Collaborative Leadership: Build a culture of collaboration, innovation, capacity building, and empowerment with your instructional leadership team (principals and teacher leaders).
- Induction and Mentoring Programs: Establishing in-district or regional supports for novice educators by role.
- Mentoring Programs: Establishing in-district or regional mentorship programming/support, (including paid planning time), for matched Licensed Educator, and Instructional Aide or Paraprofessional.
- Contract Extensions: Develop cross-office partnerships to provide job rotations during non-contracted hours to enhance career opportunities for advancement.

16. Identify key action steps you will take to implement **each strategy** selected above, including key partners and existing projects or initiatives.

*

In your response, please number your strategies and limit your response for each strategy to no more than 300 words. See Step Three of the Grant Guidance document for help with identifying key action steps.

1. Building a Thriving Organizational Culture

A. We have developed a Strategic Plan that centers Equity and Diversity as a core value:

- Continue affinity groups;
- Establish an equity advisory group which will report directly to our Leadership Team;
- Provide Equity and Diversity training for all employees; this will be ongoing throughout the 2022-23 year; and
- Sustain and grow infrastructure to embed equity, a culture of equity, wellness, and belonging.

B. Employee Wellness:

- Continue wellness initiative (began in the 2021-22 school year);
- Continue data analysis of staff survey and identify key implementation points; and
- Apply for OEA Choice Trust Wellness Grant and our district Mindfulness Initiative, integrating mindfulness practices during the workday.

2. Personalized Professional Learning (evaluations to professional growth plans)

- Provide additional work days for Instructional Assistants' (IAs) calendar; these days will be used to expand and enhance the training our IA's receive;
- Provide technical training to support the work IAs do with students experiencing disabilities; and
- Ensure there is enough time to include IAs (our largest staff population) in our agency-wide Equity and Diversity training
- Hire an additional IA Trainer/Coach to:
 - * Provide enhanced and expanded out-of-the classroom training for IAs
 - * Provide in class, real time training and coaching while IAs are directly working with students

3. Expand/Connect to Career Pathways

- Connect staff who are interested in pursuing a licensed position with our Lane Regional Teacher Pathway Program; and
- Create scholarship opportunities for staff that do not qualify for the Lane Regional Teacher Pathway Program using this grant and possibly Western Regional Educator Network support and ESSER III funding.

4. Tiered Bonus Compensation Program (we are losing employees to neighboring school districts with a higher pay scale)

Second Problem of Practice

Applicants are not required or expected to have more than one Problem of Practice. If you do have more than one Problem of Practice, select "Yes" and you will be prompted to answer the same set of questions used above for the next Problem of Practice.

17. Do you have a second Problem of Practice you plan to address with funds from this grant? *

Yes

No

Signature and Certification

The parties agree that signatures transmitted and received via electronic transmission shall be treated for all purposes of this Application as original signatures.

18. To support transparency and cross-district learning, all approved applications will be made publicly available. I certify that the information provided in this application is true and correct, and personnel were significantly involved in the development of the application.

Signature of individual submitting this application on behalf of the Eligible Applicant(s): *

Julie Simmonds

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LESD Current Policy:

The district Board recognizes telecommuting/remote work as a work option for selected employees. The board affirms that all positions and employees have the expectation of some “in person attendance”. When appropriately applied, the practice of telecommuting/remote work can benefit both the district and the employee in the following ways:

- Increased productivity;
- Enhanced employee morale;
- Reduced vehicular fuel consumption;
- Reduced air pollution and traffic congestion.

Telecommuting is a work alternative between the ESD and employee and approved by the supervisor where the employee works at home or an alternative location part of the week and at a central worksite the other part of the week.

Examples of work that may appropriate for remote work, may include but are not limited to:

- 1) Preparing of training and instructional presentations and/or materials
 - 2) Online collection of data, online research, online acquisition of materials
 - 3) Data analysis, review and vetting of curricular materials, legal review
 - 4) Distinct projects, large reports, note transcription, proposals, campaigns
 - 5) Financial analysis, budget creation, account reconciliation, accounts payable
 - 6) Data and/or evaluative analysis
 - 7) Publication, design, editing, or content creation
 - 8) Consultative work, policy analysis and creation
 - 9) Projects, tasks and deliverables with distinct and quantifiable outcomes
-

OSBA Model ESD Sample Policy

Code: JBA/GBN

Adopted:

Sexual Harassment

The ESD is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the ESD. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The ESD processes complaints^{1} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the ESD, the ESD will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The ESD may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures^{2}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties³ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:

¹{ Some ESDs choose not to use the terms “complaint” and “complainant” because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If you choose to change these terms, make sure that you are consistent and clear. Note, “complainant” is defined under federal law.}

²{ Common complaint procedures that may also be involved include: Nondiscrimination (AC), Workplace Harassment (GBEA), [Hazing,]Harassment, Intimidation, Bullying, [Menacing,]Cyberbullying, Teen Dating Violence and Domestic Violence – Student (JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (GBNAA/JHFF)

³ “Third party” means a person who is not a student or a school or ESD staff member and who is: 1) on or immediately adjacent to school grounds or ESD property; 2) at a school-sponsored activity or program; or 3) off school grounds or ESD property if a student or a school or ESD staff member acts toward the person in a manner that creates a hostile environment for the person while on school or ESD property, or at a school- or ESD-sponsored activity.

- a. Interferes with a student’s educational activity or program;
 - b. Interferes with a school or ESD staff member’s ability to perform their job; or
 - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without the student’s, staff member’s or third party’s consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats. {⁴}

Sexual harassment does not include conduct that is necessary because of a job duty of a school or ESD staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person’s action, offensive because of that other person’s sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, [⁵]physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one’s sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s)

Name	Position	Phone	Email
<u>Sue Mathisen, Executive Director, Special Education</u>		<u>541.461.8200</u>	<u>supt-office@lesd.k12.or.us</u>
<u>Susan Anderson-Brown, Human Resources Executive Director</u>		<u>541.461.8264</u>	<u>hr@lesd.k12.or.us</u>

This/These individual(s) is/are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. [This person is also designated as the Title IX Coordinator.]{⁶} See GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

⁴{ The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1)(b). If the ESD would like to include the full statutory definition, it can do so.}

⁵{ OAR 581-021-0038 requires that the policy include a “examples of harassing behaviors covered by policy”. The bracketed list in this policy reflects OSBA’s recommendations. The ESD has discretion in what is included in this list. If you are listing behaviors not reflected in our recommendations, please make sure that you have your list reviewed by your school ESD’s legal counsel.}

⁶{ This must be communicated elsewhere, but it is a good reason to specify it here as well.}

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a ESD official. The ESD official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the ESD official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to [immediately] report their concerns to ESD officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate ESD official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The ESD may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. [Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.]

The ESD will use [a reasonable person] standard when determining whether a hostile environment exists. [A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.]⁷

The ESD may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

⁷{ We strongly recommend that the board receive input from ESD administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined *by a reasonable person* to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

7. [Discipline of staff and students engaging in sexual harassment;
8. Removal of third parties engaged in sexual harassment;
9. Additional supervision in activities;
10. Additional controls for ESD electronic systems;
11. Trainings and education for staff and students; and
12. Increased notifications regarding ESD procedures and resources.]

When a student or staff member is harassed by a third party, the ESD will consider the following:

1. [Removing that third party's ability to contract or volunteer with the ESD, or be present on ESD property;
13. If the third party works for an entity that contracts with the ESD, communicating with the third party's employer;
14. If the third party is a student of another district, ESD or school, communicate information related to the incident to the other district, ESD or school;
15. Limiting attendance at ESD events; and
16. Providing for additional supervision, including law enforcement if necessary, at ESD events.]

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
17. Any terms or conditions of employment or of work or educational environment of a school or ESD staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the ESD's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person⁸ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the ESD shall provide written notification to the following:

1. Each reporting person;
18. If appropriate, any impacted person who is not a reporting person;
19. Each reported person; and
20. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include⁹:

1. Name and contact information for all person designated by the ESD to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or ESD that the [student, student's parents, staff member, person or person's parent] [person] who filed the complaint may pursue, including the person designated for the school or ESD for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or ESD may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or ESD, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or ESD;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services;
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the ESD's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as

⁸ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the ESD should consider when to contact the person's parent.

⁹ Remember confidentiality laws when providing any information.

a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person’s knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students’ parents, staff members and member of the public at each office, at the ESD office and on the website of the school or ESD.

[Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.]

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the ESD conditioning the provision of an aid, benefit, or service of the ESD on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the ESD’s education program or activity¹⁰;
3. “Sexual assault”: an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. “Dating violence”: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. “Domestic Violence”: felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in

¹⁰ “Education program or activity” includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs. (Title 34 C.F.R. § 106.44(a))

common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A ESD's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The ESD will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Title IX Sexual Harassment Grievance Procedures.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

[Person or position] is designated as the Title IX Coordinator [and can be contacted at [insert phone number]]. The Title IX Coordinator will coordinate the ESD's efforts to comply with its responsibilities related to this AR. The ESD prominently will display the contact information for the Title IX Coordinator on the ESD website and in each handbook. ^{11}

¹¹ { Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements}

Response

The ESD will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.¹² The ESD shall treat complainants and respondents equitably by providing supportive measures¹³ to the complainant and by following a grievance procedure¹⁴ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¹⁵

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁶ The ESD must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The ESD shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the ESD of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);

¹² (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

¹³ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the ESD's educational environment, or deter sexual harassment. The ESD must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

¹⁴ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

¹⁵ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

¹⁶ The ESD may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

7. That the ESD does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
8. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the ESD will respond.

[Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary¹⁷, or both.]

No Retaliation

Neither the ESD or any person may retaliate¹⁸ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The ESD must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy [and contact information for the Title IX Coordinator] shall be prominently published in the [school] [ESD] student handbook and on the [school][ESD] website. This policy shall also be made available at each school office and at the ESD office. The ESD shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any [student, parent of a student, school or ESD staff member, or third party] [person] upon request.

END OF POLICY

Legal Reference(s):

ORS 243.706	OAR 581-021-0038
ORS 334.125	OAR 584-020-0040
ORS 342.700	OAR 584-020-0041
ORS 342.704	
ORS 342.708	
ORS 342.850	
ORS 342.865	
ORS 659.850	
ORS 659A.006	
ORS 659A.029	
ORS 659A.030	

¹⁷ Of the United States Department of Education

¹⁸ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

Board Self-Evaluation Measures

Revised October 2020

Self-Evaluation occurs as per the Annual Performance Review Three Year Plan and per policy BK - Evaluation of Board Operational Procedures, which is every other year.

Section 1: Individual Director Indicators

Indicator: Each Board Director will [review policies](#) in Section A/B - Board Governance and Operation and Section C - General Administration (Superintendent) yearly.

Purpose: To have a refreshed working knowledge of policies most overseen/carried out by the Board.

Measured by: Met/Not met

Indicator: Each Board Director will review yearly the [Oregon Revised Statute in Chapter 334: Education Service Districts](#), specifically:

334.100 Organization of board; meetings; quorum; compensation

334.125 Status of board; powers and duties; rules

334.175 Core services; local service plan

334.177 Expenditure of percentage amounts received on services

334.219 Report on performance and finances; distribution and accessibility of report

334.225 Superintendent; duties; compensation

334.285 Apportionment of taxes; split between elementary and secondary school purposes

334.293 Direct ad valorem tax required to pay bonds

334.370 Emergency aid fund

Purpose: To have a refreshed working knowledge of specific areas requiring Board oversight and action as set forth in ORS 334: Education Service Districts.

Measured by: Met/Not met

Indicator: Each Board Director will serve on at least one Superintendent Work Group, ESD Committee, OSBA committee, OAESD Committee or other relevant committee during the year.

Purpose: To provide variety and inclusivity to leadership and direction of the agency.

Measured by: Met/Not met

Artifact: Superintendent Work Group Member list and Committee Lists (e.g. Labor Management Team)

Section 2: Board Indicators

Indicator: Yearly, the Board will meet in work session to review the [LBL Strategic Plan](#) and update, as necessary, the Mission, Vision, Values, Goals, and Board Objectives.

Purpose: To ensure Board goals align with priorities and needs of the agency, component districts, OSBA, and ODE priorities.

Measured by: Met/Not met

Artifact: LBL Strategic Plan

Indicator: The Board will work in association with the Superintendent, Assistant Superintendent, Leadership Council, and as a Governing Body to fulfill Board Goals as set in the Yearly LBL Strategic Plan Tasks.

Purpose: To participate in shared governance related to the LBL Strategic Plan.

Measured By: Met/Partially Met/Not Met

Artifact: Monthly target milestones met as reported in monthly Strategic Plan Reports as part of the regular Board meeting agenda items.

Indicator: Yearly, the Board will meet in work session to review and update, as necessary, Board developed guidelines related to:

Typical Roles/Responsibilities of the Board and Superintendent

Role of the Board Chair

Role of Board Member Outside ESD

LBL Board/Superintendent Communication Guidelines

Purpose: To foster good working and communication between Board members and the Superintendent and to clarify roles and responsibilities.

Measured by: Met/Not Met

Artifact: Updated guidelines and roles in the Board Handbook.

Indicator: Yearly, by March 15, the Board will evaluate the Superintendent or indicate if her contract will or will not be renewed as part of the rolling three year contract.

Purpose: Statutory responsibility of the Board.

Measured by: Met/Not Met

Artifact: Board meeting minutes from February or March each year.

Indicator: The Board will review and revise LBL ESD policies as they are brought forward for consideration/recommendation of the Superintendent and through OSBA Policy Updates.

Purpose: To keep policies up to date with current practice, law, and regulations.

Measured by: Met/Partially Met/Not Met

Artifact: Policy tracking documents kept by the Board Secretary that record Policy review and updates and by Policies posted on the LBL ESD website.

Chapter 334 — Education Service Districts
2021 EDITION

Sections referenced above:

334.100 Organization of board; meetings; quorum; compensation. (1) Each education service district board shall meet during July and organize by electing one of its members chairperson and one vice chairperson, each of whom shall serve until a successor is elected and qualified. No member shall serve as chairperson for more than two years in succession.

(2) Regular meetings of an education service district board shall be held on meeting dates determined by the board. Special meetings may be held on dates to be determined by the board.

(3) Members of the education service district board shall receive no compensation for their services, but shall be reimbursed for all traveling and other expenses necessarily incurred in performing their duties as members of the board.

(4) A majority of the members of the education service district board shall constitute a quorum. A lesser number may meet and adjourn from time to time and compel the presence of absent members. The affirmative vote of a majority of members of the board is required to transact any business.

(5) Any duty imposed upon the education service district board as a body must be performed at a regular or special meeting and must be made a matter of record. The consent to any particular measure obtained of individual members when the board is not in session is not an act of the board and is not binding upon the district. [Amended by 1963 c.544 §34; 1965 c.100 §177; 1975 c.477 §8; 1975 c.647 §29c; 1975 c.770 §41a; 1981 c.131 §5]

(Pilot Education Service Districts)

334.125 Status of board; powers and duties; rules. (1) The education service district is a body corporate.

(2) The education service district board is authorized to transact all business coming within the jurisdiction of the education service district and may sue and be sued.

(3) The education service district board shall perform all duties required by law, including but not limited to:

(a) Distribution of such school funds as it is empowered to apportion;

(b) Conduct of audits;

(c) Budget and tax levying duties, including the levying of taxes under ORS 280.060;

(d) Contracting a bonded indebtedness and levying direct ad valorem taxes on all taxable property within the education service district in the manner that component school districts are authorized to issue bonds and levy taxes under ORS 328.205 to 328.304 and other laws applicable to the issuance of bonds and levying of taxes by school districts; and

(e) Creating a county education bond district under ORS 328.304 from a county within the district.

(4) In addition to its duties under subsection (3) of this section, an education service district board:

(a) May provide services required by the local service plan developed pursuant to ORS 334.175;

(b) May provide funds to a component school district to provide services required by the local service plan in lieu of the component school district receiving services from the education service district;

(c) Shall provide funds as specified in ORS 327.019 (9) to a school district located within the territory of the education service district that has withdrawn from the education service district as provided in ORS 334.015; and

(d) For the purpose of providing services consistent with the local service plan, may enter into contracts with school districts that have withdrawn from the education service district as provided in ORS 334.015 or that are located outside the territory of the education service district.

(5) The education service district board may employ and fix the compensation of such personnel as it considers necessary for carrying out duties of the board.

(6) In carrying out its duties, the education service district board:

(a) May locate, buy, accept by gift or lease such land, buildings and facilities as may be required for district purposes. Leases authorized by this section may be for a term of up to 30 years and include lease-purchase agreements under which the district may acquire ownership of the leased property.

(b) May acquire personal property by a lease-purchase agreement or contract of purchase for a term exceeding one year. A lease-purchase agreement is one in which the rent payable by the district is expressly agreed to have been established to reflect the savings resulting from the exemption from taxation, and the district is entitled to ownership of the property at a nominal or other price that is stated or determinable by the terms of the agreement and was not intended to reflect the true value of the property.

(c) May lease property or sell and convey property of the district as the board considers unnecessary to its purposes.

(d) May purchase relocatable structures in installment transactions in which deferred installments of the purchase price are payable over not more than 10 years from the date of delivery of the property to the district and are secured by a security interest in the property. The transactions may take the form of, but are not limited to, lease-purchase agreements.

(e) May accept money or property donated for the use or benefit of the district and use the money or property for the purpose for which it was donated.

(7) The education service district board may adopt rules it considers necessary to carry out the duties of the board.

(8) The education service district may contract with public and private entities for service delivery.

(9)(a) The education service district shall work cooperatively with component school districts and review periodically with component school districts the operations of component school districts and shall submit to the component school districts plans for operations that achieve economies and efficiencies through consolidation of various operations of all or some of the districts. The education service district and its component school districts shall submit an annual report on the effectiveness of the consolidation of operations to the State Board of Education.

(b) As used in this subsection, “operations” means services involving transportation, payroll, student records, auditing, legal services, insurance, printing, investment and other similar services. [1965 c.100 §179; 1975 c.477 §6; 1977 c.56 §1; 1981 c.406 §1; 1983 c.133 §1; 1983 c.187 §3; 1985 c.457 §1; 1993 c.784 §11; 1995 c.333 §11; 1995 c.611 §12; 1997 c.600 §4; 2001 c.518 §5; 2005 c.828 §4a; 2011 c.705 §§6,7; 2013 c.1 §29]

334.175 Core services; local service plan. (1) An education service district shall provide regionalized core services to component school districts. The goals of these services are to:

(a) Assist component school districts in meeting the requirements of state and federal law;

(b) Improve student learning;

(c) Enhance the quality of instruction provided to students;

(d) Enable component school districts and the students who attend schools in those districts to have equitable access to resources; and

(e) Maximize operational and fiscal efficiencies for component school districts.

(2) The services provided by an education service district shall be provided according to a local service plan developed by the education service district and component school districts. The education service district and component school districts shall develop the local service plan to meet the goals specified in subsection (1) of this section. The local service plan must include services in at least the following areas:

(a) Programs for children with special needs, including but not limited to special education services and services for at-risk students.

(b) Technology support for component school districts and the individual technology plans of those districts, including but not limited to technology infrastructure services, data services, instructional technology services and distance learning.

(c) School improvement services for component school districts, including but not limited to:

(A) Services designed to support component school districts in meeting the requirements of state and federal law;

(B) Services designed to allow the education service district to participate in and facilitate a review of the state and federal standards related to the provision of a quality education by component school districts;

(C) Services designed to support and facilitate continuous school improvement planning;

(D) Services designed to address schoolwide behavior and climate issues; and

(E) Services designed to support career and technical education.

(d) Administrative and support services for component school districts, including but not limited to services designed to consolidate component school district business functions, liaison services between the Department of Education and component school districts and registration of children being taught by private teachers, parents or legal guardians pursuant to ORS 339.035.

(e) Other services that an education service district is required to provide by state or federal law, including but not limited to services required under ORS 339.005 to 339.090.

(3) In addition to the services specified in subsection (2) of this section, a local service plan may include other services that are designed to meet regional needs.

(4) A local service plan shall also contain annual performance measures for the education service district.

(5) A local service plan must:

(a) Be adopted by the board of the education service district.

(b) After being adopted by the board of the education service district, be approved on or before March 1 by resolution of two-thirds of the component school districts that are a part of the education service district and that have at least a majority of the pupils included in the average daily membership of the education service district, as determined by the reports of such school districts for the preceding year, enrolled in the schools of the school districts.

(6) Notwithstanding the process for approval and adoption required by subsection (5) of this section, if the component school districts approve an amendment to a local service plan pursuant to subsection (5)(b) of this section, the board of an education service district may amend a local service plan that has been previously adopted by the board and approved by the component school districts. An amendment to a local service plan may be done at any time.

(7) If a component school district determines that a local service plan, or the provision of services under a local service plan, does not meet the service needs of the component school district, the component school district may contract with a public entity for the provision of services.

(8) An education service district may provide the services required by the local service plan directly through the staff of the district. In addition, an education service district may provide services required by the local service plan through the operation of a public school, a public charter school pursuant to ORS chapter 338, an alternative school or a preschool.

(9) An education service district may provide the services required by the local service plan in cooperation with another education service district or with a school district. In addition, an education service district may contract with a public or private entity for the provision of services. [1963 c.544 §§10,12; 1965 c.100 §180; 1967 c.542 §16; 1985 c.200 §1; 1991 c.280 §1; 1993 c.784 §13; 1995 c.611 §13; 2005 c.828 §3; 2009 c.94 §7; 2011 c.705 §10]

334.177 Expenditure of percentage of amounts received on services. (1) As used in this section, “local revenues of an education service district” has the meaning given that term in ORS 327.019 but does not include any local revenues distributed under ORS 327.019 (8).

(2) An education service district board shall expend at least 90 percent of all amounts received from the State School Fund and at least 90 percent of all amounts considered to be local revenues of an education service district on services or programs that have been approved by the component school districts of the education service district through the resolution process described in ORS 334.175.

(3)(a) Notwithstanding subsection (2) of this section, the school district board of a school district that is located in a region described in ORS 334.013 (1)(a), (e) or (i) may request in writing that a percentage of the amounts identified in subsection (2) of this section be distributed to the school district for any purpose identified by the school district board.

(b) A school district board that makes a request under paragraph (a) of this subsection:

(A) Must make the request to the education service district board by November 1 of the year prior to the school year for which the request is being made; and

(B) Must designate the percentage of the amounts identified in subsection (2) of this section that will be distributed to the school district.

(c) The education service district board:

(A) Shall approve a request submitted as provided by this subsection; and

(B) Shall determine the amounts attributable to the school district and eligible for distribution based on the weighted average daily membership (ADMw) of the school district for which the request was made.

(d) For each school year for which a school district receives a distribution as provided by this subsection:

(A) The school district may act only in an advisory capacity for decisions made in relation to the governance of the education service district if the school district board designates a percentage under paragraph (a) of this subsection that is greater than 50 percent but less than 100 percent; and

(B) Notwithstanding ORS 334.015 and 334.019, the school district shall be considered to have withdrawn from the education service district in the manner provided by ORS 334.015 if the school district board designates a percentage under paragraph (a) of this subsection that is 100 percent.

(4) An education service district board shall expend 100 percent of all amounts received from the School Improvement Fund on services or programs that have been approved by the component school districts of the education service district through the resolution process described in ORS 334.175.

(5) The expenditure requirements of this section apply only to amounts retained by the education service district after making any distributions required under ORS 327.019 (9). [2001 c.695 §27; 2001 c.695 §29; 2007 c.578 §4; 2009 c.705 §1; 2011 c.705 §11; 2013 c.751 §§1,3,5]

334.219 Report on performance and finances; distribution and accessibility of report. (1) No later than October 1 of each year, the board of directors of an education service district shall produce an annual report

related to the performance and the finances of the education service district for the previous school year. The purpose of the report is to provide information to parents, component school districts and the Department of Education and to improve education service districts through greater involvement of persons who are interested in the success of education service districts.

(2) The annual report that is produced as required by this section must include:

(a) The size and demographics of the education service district;

(b) The number of students served by the education service district, identified by school district;

(c) Services provided by the education service district, and how those services align with the goals described in ORS 334.175 and the local service plan developed for the education service district;

(d) The number of hours of services provided by the education service district, identified by category;

(e) The staff of the education service district, identified by category;

(f) The use of distance learning; and

(g) The education service district's revenue and expenditures, including employee salary information.

(3) The board of directors of the education service district must:

(a) Submit the report produced as required by this section to:

(A) The component school districts of the education service district; and

(B) The Department of Education.

(b) Make the report produced as required by this section available to the public at the administrative offices of the education service district and on the website for the education service district. [2011 c.705 §25]

334.225 Superintendent; duties; compensation.

(1) The education service district board shall employ a superintendent who must hold an administrative license as a superintendent. The superintendent shall serve as the board's executive officer, give an official bond or an irrevocable letter of credit issued by an insured institution, as defined in ORS 706.008, and have the duties prescribed by the board and the laws of this state. The board shall fix the term and compensation of the superintendent, provide office room for the superintendent and allow all of the superintendent's necessary traveling expenses.

(2) The education service district board shall designate the superintendent as the district clerk. The board may appoint qualified persons as deputies to the superintendent to perform the duties required of the district clerk by law or by the board. [Formerly 334.120; 1975 c.278 §9; 1975 c.477 §9a; 1983 c.379 §9; 1985 c.195 §1; 1991 c.331 §56; 1997 c.631 §462; 2011 c.705 §28; 2015 c.245 §44]

334.285 Apportionment of taxes; split between elementary and secondary school purposes. (1) Before July 15 of each year, the education service district board shall certify the amount of ad valorem property taxes as provided in ORS 310.060 and the apportionment to the county assessor. The county assessor shall extend the

levy on the assessment and tax roll as the levy of the education service district board, applicable at a uniform rate or rates to all taxable property within the education service district, including joint districts in adjacent counties that are included in the district.

(2) Notwithstanding subsection (1) of this section, the education service district board shall split its total operating taxes or other ad valorem property taxes into separate portions for elementary and high school purposes where necessary in order to avoid double taxation. The portion for elementary purposes shall amount to two-thirds of the total amount of taxes and the portion for high school purposes shall amount to one-third of the total amount of taxes. Before July 15 of such year, the board shall certify to the county assessor the amount of its taxes for elementary purposes and the amount of its taxes for high school purposes. The county assessor shall extend the taxes for elementary and high school purposes on the assessment and tax rolls as taxes of the education service district board, applicable at a uniform rate or rates to all taxable property within the education service district, including joint districts in adjacent counties that are included in the education service district. The taxes for elementary purposes shall apply to all taxable property in the district for which elementary education is provided by a school district within the education service district. The taxes for high school purposes shall apply to all taxable property in the district for which high school education is provided by a school district within the education service district. [1979 c.689 §23; 1997 c.541 §373]

334.293 Direct ad valorem tax required to pay bonds. Notwithstanding ORS 334.240 and 334.285, each education service district shall ascertain and levy annually, in addition to all other taxes, a direct ad valorem tax on all taxable property in the education service district sufficient to pay the maturing interest and principal of all education service district bonds promptly when and as the payments become due. The board in each year shall include the taxes in the education service district budget for that year. [1995 c.333 §13; 2005 c.209 §20]

334.370 Emergency aid fund. The education service district board may include in its own budget, adopted pursuant to ORS 334.240, an emergency aid fund for use, at the discretion of the board, in aiding school districts within the education service district with emergency expenses unforeseen at the time of making the budget of such districts. The emergency aid fund shall not exceed five percent of the combined budget of all districts included in such education service district. [1957 c.678 §15(2); 1965 c.100 §198]

Fiscal Procedures and Responsibilities - Travel, Meals and Lodging

Background

The following guidelines and procedures were developed for Lane ESD employees and Board members and intended to provide guidance in the area of travel, meals and lodging expenses. Lane ESD has a responsibility to be fiscally prudent. Lane ESD is also required to be in compliance with all laws, regulations and auditing standards as established by the IRS, U.S Office of Management and Budget and other governmental agencies.

IRS guidelines do not define a reimbursable expense. The guidelines only define which reimbursements are considered taxable or non-taxable to the employee. Lane ESD does not provide taxable reimbursements. The IRS guidelines are used to determine which expenses are non-taxable and therefore reimbursable.

Authorized Travel

Fiscal constraints require that Lane ESD limit travel as much as possible and strict adherence to fiscal procedures is necessary. Some travel is required (or mandatory) to meet program needs.

Lane ESD will closely monitor travel by taking the following into consideration:

- Travel requests to attend conferences, meetings and professional development sessions must be pre-approved. Requests and approval must be made prior to registering or committing LEED funds.
- To be approved, the event attended must meet a required program need and employees must have a primary need to attend.
- Consideration will be given to the number of people attending and whether a single ESD employee is sufficient to gather the information for dissemination to colleagues.
- Employees asked to present at an event must get approval prior to making a commitment and should request a waiver of the registration fee and reimbursement for lodging if available.

Eligible Travel Expenses

- For a travel expense to be considered reimbursable, the expense must occur while the employee or Board member is traveling away from home overnight.
- By definition, travel "away from home overnight" is considered to be travel substantially longer than an ordinary day's work, which requires an overnight stay or substantial sleep or rest. As an example, expenses incurred during a day trip to Salem or Portland would not qualify.
- Reimbursement for use of a personal vehicle, regardless of destination, would still qualify if it is in compliance with the *Mileage Reimbursement* section that follows.

Fiscal Procedures and Responsibilities - Travel, Meals and Lodging

Accounting for Expenses

For a reimbursement request to be approved, there must be an adequate accounting of all expenses and it must be submitted within a reasonable period of time.

- Receipts are required in all situations where a receipt can be provided.
- Receipts must substantiate the amount, date, location and business purpose.
- Credit card receipts are not considered adequate documentation for identifying an expense. Hotel, restaurant, store or other itemized receipts are necessary.
- Reimbursement will not be provided for any unsubstantiated expense.
- Reimbursement requests must be submitted on an authorized LESD reimbursement form within 45 days of the expense or by July 15th, whichever comes first.

Meals

Lane ESD does not use a per diem system for reimbursements. The following defines the criteria for a meal expense to qualify as reimbursable and guidelines for determining a reasonable meal cost.

- As a general guideline, the cost per person for meals should not exceed; \$10 for Breakfast, \$15 for Lunch and \$25 for Dinner.
- Supporting documentation
 - An itemized receipt with the date, amount, business purpose and names of guests included in the cost is required.
- Meals while traveling
 - Meal costs will be reimbursable if they qualify as Eligible Travel Expenses and are adequately substantiated.
 - Meals that are in-town, before leaving the area, are not reimbursable. (i.e., Eugene Airport)
- Meals when not traveling
 - Meals are reimbursable when attending a meeting for the convenience of LESD and there is a clear business purpose for conducting the meeting during a meal. Business must be discussed during the entire meal process.

Fiscal Procedures and Responsibilities - Travel, Meals and Lodging

- Meetings and conferences
 - Reimbursements are permitted for meal expenses directly related to and necessary for attending professional association meetings, conferences or conventions.
- LESD will not provide reimbursement for the cost of alcoholic beverages.

Lodging

The following describes when LESD will pay for overnight lodging and guidelines for determining a reasonable cost for lodging.

- Overnight lodging is permitted in the following circumstances:
 - The meeting or conference is more than 80 miles from LESD, and
 - The meeting or conference extends beyond a single day, or
 - The employee's attendance is required before 9:00 am on the first day.
- Since the cost for lodging can vary greatly depending on the location, LESD has established the following guidelines for determining a reasonable cost:
 - The U.S. General Services Administration (GSA) has determined maximum lodging rates as part of the travel management policies utilized by federal agencies. The maximum cost is determined by geographic location and is part of their per diem rate calculation.
 - LESD will use the same guidelines identified by the GSA for determining a reasonable lodging cost.
 - The varying rates can be found at www.gsa.gov under the *Per Diem Rates* section.
 - As with all expenses, LESD employees are expected to exercise fiscal prudence when making travel plans.

Mileage Reimbursement

Employees are expected to use an LESD vehicle whenever possible. When an employee or Board member uses their personal vehicle for authorized travel, the employee or Board member may request reimbursement for the use of their vehicle.

Fiscal Procedures and Responsibilities - Travel, Meals and Lodging

- Mileage will be reimbursed at the standard IRS rate per mile at the time of travel less \$.20 per mile.
- Requests must be submitted on a monthly basis and on an authorized LESD reimbursement form.
- On each request, the employee must provide the date of travel, the number of miles driven, the destination and the purpose for each trip if it's not routine travel.
- There will be no reimbursement for mileage from home to first place work or from last place of work to home.
- Mileage from site to site during the day is reimbursable.

Travel Advances

Travel advances are normally discouraged. However, they may be authorized in certain situations and with the following guidelines:

- The advance request must be approved by the service area director.
- A detailed accounting (as previously described in *Accounting for Expenses*) of the actual expenses must be submitted within 15 days of returning from the business travel on an authorized LESD reimbursement form.
- Any balance left over from the advance must be returned with the detailed accounting.
- Any balance due to the employee will be processed as a normal reimbursement.

Lane ESD Issued Credit Cards/Purchasing Cards

As with reimbursement requests, travel expenses incurred on a Lane ESD issued credit/purchasing card must have an adequate accounting of all expenses.

- Receipts are required in all situations where a receipt can be provided.
- Receipts must substantiate the amount, date, location and business purpose.
- Credit card receipts are not considered adequate documentation for identifying an expense. Hotel, restaurant, store or other itemized receipts are necessary.
- If adequate documentation is not provided, the employee will be required to reimburse Lane ESD for the unsubstantiated expense.
- A summary of credit/purchasing card expenditures must be provided on a monthly basis promptly after receiving the monthly statement.
- Employees are not permitted to use a Lane ESD issued card to purchase fuel for their personal vehicle while traveling.

Fiscal Procedures and Responsibilities - Travel, Meals and Lodging

- Employees are not permitted to use personal credit cards for airline travel expenses when there is a personal benefit to the employee for doing so (i.e., air-mile rewards.)

DRAFT

Our School Improvement Team | Board Report | 06.07.22

This Month's Spot Highlight(s)

This meeting was an opportunity to celebrate a year of collaboration and to look ahead to 2022-23 together. This graphic shows the meeting topics and presenters for the 2021-22 Curriculum Leaders meetings and reflects a shared commitment to educational equity through curriculum and instruction.

[2021-22 CLs Meetings Topics and Presenters](#)

Curriculum Directors' Meeting | May 17, 2022

Today's Conversation: How might we facilitate professional development that centers students and educators while addressing curricular needs and requirements?

- [ODE SEL Resource List for Addressing Violence in Buffalo, New York](#)
- Youth Engagement: South Coast ESD Student Voice Informing Micro PD with Dr. Nancy Golden, Oregon Research Schools Network [Circle of Triumph model](#), [Timeline](#), [Hearing Our Students' Voices video](#)
- Western Regional Educator Network Updates: overview of projects, ways to be involved, centering equity in decision-making with Tracy Conaghan, Alyssa Leraas, Kate Klein, Aly Nestler, Erin Ellis, and Cameron Yee, Lane ESD
 - [Slide Deck](#)
 - [Driver Diagram with Change Ideas](#)
 - List of all [WREN PD 2021-22.pdf](#)
- [Preview of Math 2022-25 ESD Supports](#) with Maddy Ahearn, Lane ESD
- Updates from Community Partners and SI Programs

DISCUSSION:

[SI Team Professional Development Highlights](#)

In what ways have you engaged School Improvement team services this year? What has worked well for you? What services would you like to see next year?

Vanessa Truett

LANE ESD
June Board of Directors Meeting

Lane School visit, canceled when we were in the parking lot due to illness.

Conducted Lane Education Foundation business. Voted to approve a 10,000 grant for an innovative AAC training program offered by Sara Mansfield. The Project will be funded with the Eugene Hearing and Speech estate funds.

Lane County Component District Board Meeting Dates 2021-22

	August	September	October	November	December	January	February
Bethel	8/30/2021	9/13/2021 9/27/2021	10/11/2021 10/25/2021	11/8/2021	12/13/2021	1/10/2022 1/24/2022	2/14/2022 2/28/2022
Blachly	8/4/2021	9/15/2021	10/20/2021	11/17/2021	12/15/2021	1/19/2022	2/16/2022
Creswell	8/11/2021	9/8/2021	10/13/2021	11/10/2021	12/8/2021	1/12/2022	2/9/2022
CAL	8/19/2021	9/16/2021	10/21/2021	11/18/2021	12/16/2021	1/20/2022	2/17/2022
Eugene	8/4/2021 8/18/2021	9/1/2021 9/22/2021	10/6/2021 10/20/2021	11/3/2021 11/17/2021	12/1/2021 12/15/2021	1/12/2022	2/2/2022 2/16/2022
Fern Ridge	8/12/2021	9/20/2021	10/18/2021	11/15/2021	12/20/2021	1/24/2022	2/28/2022
Junction City	8/23/2021	9/27/2021	10/25/2021	11/22/2021	skip	1/24/2022	2/28/2022
Lowell	8/23/2021	9/27/2021	10/25/2021	11/22/2021	12/13/2021	1/24/2022	2/14/2022
Mapleton	8/18/2021	9/15/2021	10/20/2021	11/17/2021	12/15/2021	1/19/2022	2/16/2022
Marcola	8/9/2021	9/13/2021	10/11/2021	11/8/2021	12/13/2021	1/10/2022	2/14/2022
McKenzie	8/18/2021	9/15/2021	10/20/2021	11/17/2021	12/15/2021	1/19/2022	2/16/2022
Oakridge	8/9/2021	9/13/2021	10/11/2021	11/8/2021	12/13/2021	1/10/2022	2/14/2022
Pleasant Hill	8/23/2021	9/13/2021	10/4/2021 10/18/2021	11/1/2021 11/15/2021	12/6/2021	1/3/2022	2/14/2022 2/28/2022
Siuslaw	8/11/2021	9/8/2021	10/13/2021	11/10/2021	12/8/2021	1/12/2022	2/9/2022
South Lane	8/9/2021	9/13/2021	10/4/2021	11/1/2021	12/6/2021	1/10/2022	2/7/2022
Springfield	8/9/2021 8/23/2021	9/13/2021 9/27/2021	10/11/2021 10/25/2021	11/8/2021	12/13/2021	1/10/2022 1/24/2022	2/14/2022 2/28/2022

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March	April	May	June
3/14/2022	4/11/2022	5/9/2022	6/13/2022
	4/25/2022		6/27/2022
3/16/2022	4/20/2022	5/18/2022	6/15/2022
3/9/2022	4/13/2022	5/11/2022	6/8/2022
3/17/2022	4/21/2022	5/19/2022	6/16/2022
3/2/2022	4/20/2022	5/4/2022	6/1/2022
3/16/2022		5/18/2022	6/22/2022
3/14/2022	4/18/2022	5/16/2022	6/20/2022
3/21/2022			
3/28/2022	4/25/2022	5/23/2022	skip
3/28/2022	4/25/2022	5/23/2022	6/27/2022
3/16/2022	4/20/2022	5/18/2022	6/15/2022
3/14/2022	4/11/2022	5/9/2022	6/13/2022
3/16/2022	4/20/2022	5/18/2022	6/15/2022
3/14/2022	4/11/2022	5/9/2022	6/13/2022
3/14/2022	4/4/2022	5/2/2022	6/6/2022
	4/18/2022	5/16/2022	6/27/2022
3/9/2022	4/13/2022	5/11/2022	6/8/2022
3/7/2022	4/4/2022	5/2/2022	6/6/2022
3/14/2022	4/11/2022	5/9/2022	6/13/2022
	4/25/2022		6/27/2022

