

LANE EDUCATION SERVICE DISTRICT	BOARD MEETING
1200 Hwy 99 N	Tuesday, August 22, 2023
Eugene, Oregon 97402	Work Session: 1:00 PM

**LANE ESD BOARD MEETING
AGENDA**

Tuesday, August 22, 2023

1. Call Work Session To Order

The Chair will call the Work Session to order.

Board Chair

2. Welcome

Guests attending the meeting will be introduced.

Board Chair

3. Ice-Breaker

Assistant Superintendent Eric Anderson will conduct an ice-breaker with the attendees.

Superintendent Tony Scurto and Assistant Superintendent Eric Anderson

4. Agenda Review

Board Chair

5. Housekeeping and Meeting Agreements

The Board of Directors will set ground rules for the meeting and how to reach consensus.

Lane ESD Board of Directors

6. Discussion/Reports

A. Individual Board Member's Responsibilities (Policy BBAA)

The members of the Board will discuss the role of individual board members, ethical and legal behaviors and decision making. Agreements will be made by consensus.

Board of Directors

BBAA - Individual Board Member Authority and Responsibilities Adopted 10 15 16

1. Public Discussions To and About School Boards

Elections
Bills

2. Board Connections to ESD Operations

The Board of Directors will discuss situations where the individual members may be compelled to act or speak on behalf of agency operations.

Scenarios will be used for learning purposes.

B. Board and Superintendent Working Agreements

The Board and Superintendent will review and discuss the Board and Superintendent Working Agreements.

Board of Directors, Superintendent Scurto

Bd-Supt Working Agreements 2023-24 8

C. Board Budget and Professional Development

The Board of Directors of Lane ESD will review its Budget and discuss professional development opportunities for the Board.

Lane ESD Board of Directors

Board Budget 11

D. Board Goals and Evaluation of Progress

The Board of Directors will review past goals and discuss the formation of goals for the 2023-24 school year. The Board will discuss how to conduct a Board evaluation and the timeline for evaluation.

Board of Directors

1. Land Acknowledgement

The Board of Directors of Lane ESD will discuss the use of a Land Acknowledgement.

Board of Directors

2. Board Meeting Format

The Board of Directors will discuss the format of the 2023-24 Board meetings, the desire for work sessions, ideas for presentations, and any other considerations.

Board of Directors

a. Board Presentations

The Board of Directors of Lane ESD will discuss presentations for 2023-24, including an interest in adding Youth Voice in the year's lineup.

Board of Directors

E. Lane Education Foundation

The Board of Directors will review the history of the Lane Education Foundation and how the Foundation functions currently.

Foundation Representative

F. Introduction of Lane ESD Services and Programs

Superintendent Scurto will present on Lane ESD's Services and Programs.

Board of Directors, Superintendent Scurto

Lane OAESD Insert p2 20

Lane OAESD Insert p1 21

7. Adjournment

- The next regular meeting is scheduled to be held Tuesday, September 5, 2023, at the Lane ESD Main Campus, 1200 Highway 99 N, Eugene.

Oregon School Boards Association Selected ESD Sample Policy

Code: **BBAA**
Adopted:

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of his/her position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the ESD's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his/her own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at ESD activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional expense to the ESD, must be submitted to the Board for consideration.

2. Requests for Legal Opinions

A request for a legal opinion by a Board member, must be approved by a majority vote of the Board before the request is made to legal counsel. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students and members of the public to the appropriate complaint policy (Board policy KL - Public Complaints). Such information will be conveyed to the superintendent.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the ESD's educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. Board members will not intervene in the administration of the ESD or its schools.

5. Contracts or Agreements

All contracts of the ESD must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

Legal Reference(s):

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

6/01/106/30/16JWPH

Lane Education Service District Administrative Rule

Code: **BBF-AR**
Adopted: 9/28/93
Readopted: 10/23/01
Orig. Code(s): BBF-AR

Board Member Ethics

In carrying out his/her Board duties a Board member should:

- Refuse to “play politics” in either the traditional partisan sense or in any other sense within the ESD organization;
- Respect the right of patrons and employees to be heard at official meetings, within the provisions of Board policy;
- Recognize that authority rests with the Board only in official meetings;
- Recognize that a Board member has no legal status to act for the Board outside official meetings, except as delegated by Board vote;
- Refuse to participate in meetings which are not official and which all members do not have the opportunity to attend;
- Refuse to make individual commitments on any matter which should properly come before the Board as a whole;
- Make decisions only after all available facts bearing on a question have been presented and discussed;
- Respect the opinions of others and accept “majority rule” in Board decisions;
- Recognize that the superintendent should have full administrative authority for properly discharging his/her professional duties within limits of established Board policy;
- Act only after hearing at an official meeting the superintendent’s recommendation in matters of employment or dismissal of other school personnel;
- Recognize that the superintendent is the educational advisor to the Board and should be present at all Board meetings. When the superintendent’s contract or salary is under discussion, the superintendent will be present at the discretion of the Board;
- Refer all complaints or problems to the proper administrative office and discuss them at regular meetings only after failure of administrative solution;

- Present personal criticisms of any ESD operation directly to the superintendent rather than to ESD personnel;
- Insist that all ESD business transactions be on an ethical and above-board basis;
- Refuse to use his/her position on the Board for personal gain or prestige;
- Advocate honest and accurate evaluation of all past employees when such information is requested by another district;
- Give staff the respect and consideration due skilled professional personnel.

BOARD AND SUPERINTENDENT WORKING AGREEMENTS

August 1, 2023

Purpose:

The Board of Directors is the educational policy making body for Lane ESD. To fulfill the District's mission the Board and Superintendent must function together as a leadership team. To ensure unity among team members, effective group agreements must be in place. The following are the group agreements for the Board and Superintendent.

Governance Principles:

1. Working with members of the Board and the Superintendent in a cooperative and collaborative partnership aligned toward a common mission.
2. Focus on policy making, planning and evaluation, rather than day-to-day operations.
3. Recognize and respect the Superintendent's responsibility to manage the district and to direct employees in district matters.
4. Make decisions as a whole Board only at properly called meetings. Board members recognize that individual members have no authority to take individual action in policy or district and administrative matters.
5. Support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.
6. Actively solicit input, listen to all perspectives and give careful consideration to all issues. We will operate as representatives and make decisions in the best interest of the whole district.
7. Value the role we play in the community and represent the district, when possible, by attending community functions.

Meeting Operational Agreements:

1. Board members may request the board chair place an item on the meeting agenda in a timely manner (at least seven days prior to a meeting).
2. Uphold the legal requirement for confidentiality on all matters arising from the Board meeting Executive Session.
3. Start our meetings on time.
4. Attend regularly scheduled Board meetings unless a situation occurs that makes attendance impossible.
5. Cooperate in scheduling special meetings and/or work sessions for planning and training purposes.
6. Cast a vote on all matters except when a conflict of interest arises.

7. In general practice, items are first placed on a meeting agenda for discussion and action is taken at the subsequent meeting, except in cases of emergency or critical time considerations.

Communication Agreements:

1. Communicate directly with the Superintendent when a question arises, or a concern is voiced by a staff member, student, parent, or community member.
2. Whenever possible, communicate directly with the Superintendent or Board Chair prior to meetings of the Board to identify questions and /or concerns about agenda items so that the Board Chair and superintendent can prepare for the meeting discussion.
3. Communicate directly with the Superintendent or Board Chair prior to raising new issues or concerns at Board meetings or in other arenas (e.g. inservices, meetings).
4. When an individual concern arises with the Superintendent or other Board member communicate directly with that person, as appropriate. Communicate with the Chair or Superintendent about concerns with Board process.
5. A Board member with a routine question should first consider going to the Chair or the Superintendent. A Board member who desires staff assistance beyond routine inquiry should first raise the issue/question with the Superintendent. The Superintendent should decide whether to proceed before staff time is allocated.
6. No individual Board member, other than the Board Chair or designee, has the authority to speak for the entire Board. Individual Board members may always share their individual viewpoint but must clarify that they are speaking for themselves, rather than the entire Board.

Annual Planning and Evaluation:

1. Set priorities as a Board for Board professional development.
2. Participate in establishing annual expectations of the board and self-assessment of the Board's performance.
3. Participate in establishing annual expectations and goals for the Superintendent.
4. Objectively evaluate the Superintendent's performance and provide appropriate feedback.

Orientation of New Board Members:

1. Assure timely orientation of new Board members.

Role of the Board Chair:

1. Recognize the role of the Chair to speak for, and about, the Board to describe the Board's process, decisions and positions. Recognize the role of the Chair to convene meetings and execute documents, as appropriate.

2. Recognize the role of the Chair and Vice Chair to meet regularly with the Superintendent to develop the agenda and determine whether an item should be scheduled for action or future action, to provide input on information needed by the Board for decision-making, to plan meeting processes, and to distribute assignments.
3. Ensure that information exchanged with the Superintendent is shared with all Board members via Board meeting agenda materials.

Expectations of the Superintendent:

1. Function together as a team with Board members.
2. Respect and acknowledge the Board's role in setting policy and overseeing the performance of the Superintendent.
3. Work with the Board to establish a clear vision for the district.
4. Prepare preliminary goals annually for the Board's consideration.
5. Provide data to the Board members so that data driven decisions can be made.
6. Possess a working knowledge of all legal and local policies.
7. Inform the Board of all critical information including relevant trends, anticipated adverse media coverage, or critical external or internal change.
8. Work with the Chair and/or Vice Chair to effectively bring issues and information to the Board.
9. Communicate with Board members promptly and effectively.
10. Electronically distribute the Board agenda in a timely manner (at least 5 calendar days prior to the board meeting).
11. Respect the confidentiality requirement of Board meeting Executive Sessions.
12. Treat all Board members professionally and respectfully.
13. Represent the district by being visible in the community.
14. Provide follow-up information to Board members on concerns and issues they have referred to the Superintendent--close the loop.

Lane Education Service District					
Board Expenditure History					
	2018-19	2019-20	2020-21	2021-22	2022-23
Travel and Meetings	16,330	26,643	434	10,506	40,085
Mileage Reimbursement	1,057	80	-	182	141
Postage	39	18	47	11	90
Advertising	515	-	825	825	51
Printing	42	122	-	-	-
Audit Services	41,600	42,400	46,050	49,750	56,800
Legal Services	18,835	9,813	10,980	54,483	29,641
Negotiations	5,865	-	292	-	10,503
Election	99,515	-	84,150	-	106,745
Professional Services	-	555	-	24,500	-
Supplies/Meals	3,434	2,357	406	2,860	2,947
Dues and Fees	16,687	21,450	21,503	25,331	27,013
Liability Insurance	57,884	59,652	70,142	80,958	85,205
Total	261,803	163,090	234,829	249,406	359,221
<i>Travel and Meetings *</i>					
OSBA Fall Conference					
OAESD Spring Conference					
OSBA Summer					
NAACP Dinner					
Matter of Justice					
LCOG Dinner					
Roles & Responsibilities					
Oregon Leadership Network	-	-	-	-	-
OSBA Labor & Employment C	-	-	-	-	-
OAESD Fall Summit	-	-	-	-	-
Ethics Training	-	-	-	-	-
Blacks In Government Banquet					
Total	-	-	-	-	-

LESD Board Member Reimbursement History							07/25/13	
2012-13	Mileage Reimbursement							Total
	LESD	OSBA	OAESD	LCOG	CFEE	Total		
Dennis	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Duerst-Higgins	2,120	320	-	1,471	-	3,911	3,911 *	
Forster	-	-	-	-	-	-	-	
Johnson	-	-	-	-	-	-	-	
Kimball	-	-	-	-	-	-	-	
Robe	-	-	-	-	-	-	-	
Villanueva	-	-	-	-	-	-	-	
	\$ 2,120	\$ 320	\$ -	\$ 1,471	\$ -	\$ 3,911	\$ -	
2011-12	Mileage Reimbursement						Supt Search	Total
	LESD	OSBA	OAESD	LCOG	CFEE	Total		
Dennis	\$ 116	\$ 128	\$ 151	\$ -	\$ -	\$ 395	\$ 95	
Duerst-Higgins	-	-	-	-	-	-	-	
Forster	109	122	161	-	-	392	-	
Johnson	-	142	-	-	40	182	-	
Kimball	359	119	133	-	-	611	701	
Robe	111	62	142	-	-	315	-	
Villanueva	200	-	-	-	-	200	-	
	\$ 894	\$ 573	\$ 587	\$ -	\$ 40	\$ 2,095	\$ 796	
2010-11	Mileage Reimbursement							Total
	LESD	OSBA	OAESD	LCOG	CFEE	Total		
Dennis	\$ 28	\$ 115	\$ -	\$ -	\$ -	\$ 143	\$ 143	
Duerst-Higgins	849	150	-	607	-	1,606	1,606	
Forster	56	-	-	-	-	56	56	
Kimball	121	108	122	-	-	351	351	
Robe	-	-	-	-	-	-	-	
Holman	606	-	-	-	-	606	606	
	\$ 1,660	\$ 373	\$ 122	\$ 607	\$ -	\$ 2,762	\$ -	
2009-10	Mileage Reimbursement							Total
	LESD	OSBA	OAESD	LCOG	CFEE	Total		
Dennis	\$ 48	\$ 127	\$ 77	\$ -	\$ -	\$ 251	\$ 251	
Duerst-Higgins	1,095	-	-	570	-	1,665	1,665 **	
Forster	68	121	-	-	-	189	189	
Kimball	146	118	77	-	-	341	341	
Robe	44	123	-	-	-	167	167	
Berney	46	-	77	-	-	123	123	
Holman	1,032	-	114	-	-	1,146	1,146 **	
	\$ 2,479	\$ 489	\$ 345	\$ 570	\$ -	\$ 3,883	\$ -	

01/05/12	ESD	Supt	85			
01/18/12	ESD	Bargain	85			
01/24/12	ESD		85			
01/25/12	ESD		85			
02/01/12	ESD		85			
02/02/12	ESD		85			
02/03/12	ESD		85			
02/04/12	ESD		85			
02/07/12	ESD		85			
02/08/12	ESD		85			
02/15/12	ESD		85			
02/16/12	ESD		85			
02/17/12	ESD		85			
02/22/12	ESD		85			
02/28/12	ESD		85			
03/02/12	ESD		85			
03/05/12	ESD		85			
03/07/12	ESD		85			
03/20/12	ESD		85			
04/26/12	ESD		85			
05/01/12	ESD		85			
05/22/12	ESD		85			
06/19/12	ESD		85			
06/24/12	ESD		85			
08/08/12	ESD		85			
08/28/12	ESD		85			
09/25/12	ESD		85			
10/02/12	ESD		85			
10/16/12	ESD		85			
10/23/12	ESD		85			
11/09/12	OSBA		300			
11/27/12	ESD		85			
12/18/12	ESD		85			
07/19/12	ESD		85	33		
01/12/12	LCOG		85			
01/30/12	LCOG		85			
02/09/12	LCOG		85			
02/23/12	LCOG		85			
03/08/12	LCOG		85			
04/12/12	LCOG		85			
04/19/12	LCOG		85			
04/26/12	LCOG		85			
05/02/12	LCOG		85			
05/10/12	LCOG		85			
06/14/12	LCOG		85			
06/28/12	LCOG		85			
06/29/12	LCOG		85			

07/12/12	LCOG		85			
08/09/12	LCOG		85			
09/13/12	LCOG		85			4,975
10/11/12	LCOG		85			
10/17/12	LCOG		85			
11/08/12	LCOG		85			
11/14/12	LCOG		85			
12/06/12	LCOG		85			
12/13/12	LCOG		85			
			<u>4,975</u>			
	ESD		2,805	0.555	\$ 1,557	
	LCOG		1,870	0.555	\$ 1,038	
	OSBA		300	0.555	\$ 167	
		Miles	<u>4,975</u>		<u>\$ 2,761</u>	for 2012

01/21/11	ESD	Supt	85			
02/16/11	ESD	Bargain	85			
07/20/11	ESD		85			
07/26/11	ESD		85			
08/23/11	ESD		85			
09/27/11	ESD		85			
10/10/11	ESD		85			
10/18/11	ESD		85			
11/13/11	OSBA		300			
11/15/11	ESD		85			
11/17/11	ESD		85			
12/13/11	ESD		85			
12/15/11	ESD		85			
12/21/11	ESD		85			
01/23/11	LCOG		85			
01/27/11	LCOG		85			
07/21/11	LCOG		85			
08/11/11	LCOG		85			
09/08/11	LCOG		85			
09/22/11	LCOG		85			
10/13/11	LCOG		85			
11/10/11	LCOG		85			
12/08/11	LCOG		85			
12/22/11	LCOG		85			
			2,255			
	ESD		1,105	0.51	\$ 564	
	LCOG		850	0.51	\$ 434	
	OSBA		300	0.51	\$ 153	
		Miles	2,255		<u>\$ 1,150</u>	for 2011

Overview of Services

Special Education Services

Augmentative Communication
Behavior Disorders Consultants
Behavior/Autism Spectrum
Disorder Consortium Placements
Custom Services
Direction Service
Lane School (Special School)
Behavior Disorder Placements
Life Skills ESD and Consortium
Placements
MLK Jr. Education Center
School Psychologist Services
Sign Language Interpretation
Services
Speech & Language Pathologist

School Improvement Services

Attendance Advocacy/Truancy
Career & Technical Education
Connected Lane County
Courier Services
Custom Services
General Education
Home School
Librarian Services
Regional Promise Program/
Dual College and High School
Credit Courses
Tragedy Response

Technology & Administrative Services

Communication Support
Services
Custom Services
Custom Services Administrative
Services
eRate Support Services
Infrastructural Technology
Services
Learn 360
Substitute Teacher List
Subscription



Grants & Partnerships

African American Black
Student Success
CTE Revitalization - Construction
CTE Revitalization - Health
CTE STEM Networks
Early Intervention
Early Childhood
Special Education
ESD Technical Assistance
ESSER II
GEER Computer Science
Juvenile Detention
Mathways Regional Prof Dev
Perkins Basic
Perkins Reserve
Reengagement
Regional Educator Network
Regional Inclusive Services
Retention and Recruitment
School Violence Prevention-COPS
SIA (Technical Assistance)
Social Emotional Learning
(Native Youth Wellness)
State Hospital
STEM Innovation
Title I-C - MEP
Youth Transition Program

\$34,108,000
Annual Grant Revenue

**Districts
We Serve**

Bethel • Blachly • Creswell
Crow-Applegate-Lorane • Eugene
Fern Ridge • Junction City • Lowell
Mapleton • Marcola • McKenzie • Oakridge Hill
Pleasant Hill • Siuslaw • South Lane • Springfield

Lane

Education Service District

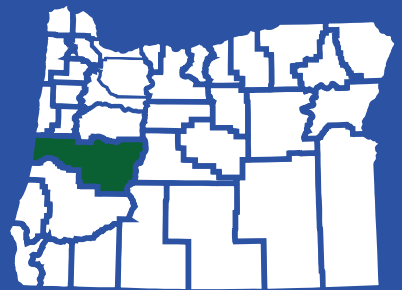
Collaborating to empower all learners with justice-centered opportunities, equitable leadership, and a passion for lifelong learning.

Who is Lane Education Service District?

Through equitable practice and collaborative work with our sixteen school districts and several community partners, Lane ESD delivers cost-effective Special Education, School Improvement, Administrative and Technology services. We also play a key leadership role by understanding, disseminating and implementing best practices in education for the benefit of all students.

Why is LESD Important?

Lane ESD provides services that school districts, especially small and medium sized districts, are not able to offer independently. We are committed to equitable access to high-quality education services for each and every student.



Serving Lane County



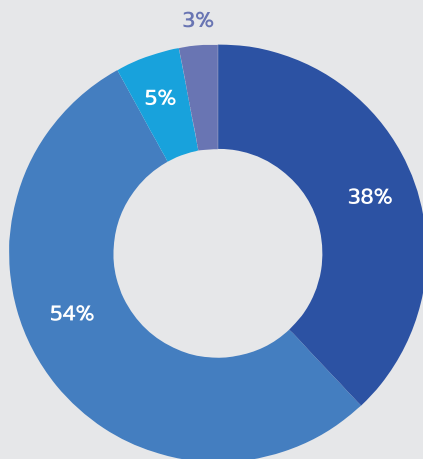
113 Schools
14 Charter Schools

43,707 Students



2,600 Teachers

Agency Funding Sources



- State Funding
- Other Sources
- Fee-for-Service
- Major Grants

Tony Scurto
Superintendent

541.461.8200

www.lesd.k12.or.us

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