

LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES

August 10, 2011

**A. CALL TO ORDER
REGULAR SESSION**

Chair Mylrea Estell called the August 10, 2011, meeting of the Linn Benton Lincoln Education Service District Board to order at 6:00 p.m. The Board led the Pledge of Allegiance. Board members introduced themselves. Supt. Waddell introduced Debbie Herndon, the new Executive Secretary.

Present:

Board Members: Jean Wooten, Jan Doerfler, David Dowrie, Paul O'Driscoll, Frank Bricker, and Mylrea Estell; Susan Waddell, Supt.; Deputy Supt. Mary McKay; Angie Peterman, LBL Business Services Director; Bonnie Herrmann, Human Resources/ Administrative Specialist; Debbie Herndon, Executive Secretary

Guests:

Tom Luba, Information Systems Administrator,
Mark Skinner, Customer Service Representative

Absent:

David Dunsdon

**B. CLERK'S ITEMS OF
BUSINESS**

1. Consent Agenda

Chair Estell asked if Board Members wanted any item to be removed from the Consent Agenda. Supt. Waddell reported the June 8, 2011 minutes have been amended to include the names of the elected board members. The Personnel Report was changed to reflect one retiree that was omitted.

David Dowrie moved to approve the amended consent agenda. Jan Doerfler seconded the motion and the motion passed unanimously.

2. Oath of Office, Zone 3
Board Member

Supt. Waddell administered the Oath of Office to Frank Bricker, newly appointed Zone 3 board member.

C. REPORTS

1. Presentation on LBL
Web SIS Suite

Administrator Tom Luba reported during the last three years the AS400 Student Information System has been converted from the green screens to an online web based system. Tom gave the board

LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES

August 10, 2011

an updated brochure for the LBL SIS Suite used for marketing. Mark Skinner gave a demonstration of the program, noting it is a secure web connection for all levels in the school districts to access information. Tom thanked the board for their support with the staffing and budget through this process.

2. Board Presentation
Summarizing RIF
Information

Deputy Supt. McKay presented a summary of changes after the RIF in April, 2011. Employee data from August 2010 was compared with August 2011 by employee numbers and FTE.

David Dowrie asked for historical data on early retirement programs and use be brought back to a future meeting.

3. Business Office Matters

a. Adopted Budget

Board members received a copy of the 2011-12 Budget in the mail. The document has been reduced in size to be more manageable. The board commented the small print is challenging to read, but overall they liked the format.

b. Financial Statements
for July 2011

Chief Financial Officer Peterman presented the July financial statements.

c. Procurement Cards

CFO Peterman presented information about procurement cards to the board. Procurement cards reduce the cost and time of manually processing a purchase order and are used like a credit card, but do not carry a revolving line of credit. Usage and authorization parameters are set before the card is issued and can be changed at any time by district administration. The board will revisit this item at the September 14 board meeting.

d. Impact of Legislative
Funding & Program
Changes

Supt. Waddell reported the impact of SB250 to the LBL budget will not be as great since it was prepared conservatively.

At the July VCSA meeting, superintendents decided to move Tier 1 attendance service to Tier 2, with the option to buy it back. After a lengthy discussion regarding courier service LBL ESD will pay for the service out of non-resolution funds for 2011-12.

LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES
August 10, 2011

4. Superintendent's Report

- a. Administrative Retreat
Supt. Waddell reported the retreat with administrators was very successful. The group chose the name "Leadership Council". They will meet twice a month on the first and third Tuesdays. The first meeting will focus on board presentations and the second meeting will be for planning professional development to support all staff.
- b. Strategic Plan Revision
Supt. Waddell presented the revised Strategic Plan for 2011-2013. She explained LBL ESD is now organized into eight programs not four departments. At the administrators retreat, the mission, vision, and values were not changed. Also the goals will continue as written with objectives being discussed at the September Board retreat. Administrators revised tasks and activities aligning them with the goals.
- c. Annual Report to ODE
Supt. Waddell referred to the ODE Annual Report each board member was given. This report is sent to ODE by June 30 each year and reflects the board's hard work. There will be modifications made due to the VCSA members' decisions surrounding SB250. A first reading of the Local Service Plan will be held at the September board meeting.
- d. Executive Secretary Hiring Criteria
Included in the board packet was a hiring criteria sheet for the executive secretary position. Supt. Waddell reported there were sixty applicants for the position. This criteria enabled the hiring committee to choose someone who ranked high on the criteria and would be extremely capable of supporting the superintendent, deputy superintendent and board of directors.

D. BOARD

- 1. Board Retreat
The Board retreat will be Sunday, September 25 beginning at 10:00 a.m. and Monday, September 26 from 9:00 a.m. to 3:30 p.m. at Silver Creek Falls. Board members will email Susan with discussion topics before the planning meeting on September 13.

LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES

August 10, 2011

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| 2. OSBA Fall Regional Program | It was the consensus of the board to notify OSBA that unless there is new, useful information for the Fall Regional Program, the ESD is not interested in hosting the event. |
| 3. Supt. Compensation Package Review | This item will be placed on a future agenda when more data can be compiled and compared. |
| 4. Review Board Member Information Contact | Board members reviewed the contact information listed for each and gave their preferred method of contact. |

E. ACTION ITEMS

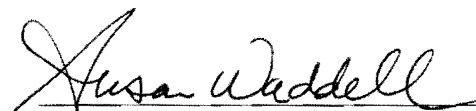
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| 1. Approve Claims Paid | <i>David Dowrie moved to approve claims paid for July 2011. Paul O'Driscoll seconded the motion and it passed unanimously.</i> |
| 2. Approve Out of State Travel | <i>Jan Doerfler moved to approve out of state travel for Kate Marrone-Thompson. David Dowrie seconded the motion and it passed unanimously.</i> |
| 3. Approve Donation of Equipment | <i>Paul O'Driscoll moved to approve the donation of a Victor Reader Stream to Cascade Regional Program from Jacqueline and David Dunham. David Dowrie seconded the motion and it passed unanimously.</i> |
| 4. Approve Capital Improvement Plan | <i>David Dowrie moved to approve the Capital Improvement Plan as presented. Paul O'Driscoll seconded the motion and it passed unanimously.</i> |

F. ADJOURNMENT

Chair Estell adjourned the meeting at 8:15 p.m.



Mylre Estell, Board Chair



Susan Waddell, Superintendent

Recorded by Debbie Herndon