

LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES
October 12, 2011

**A. CALL TO ORDER
REGULAR SESSION**

Chair Mylrea Estell called the October 12, 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.

Chair Estell reported Paul O'Driscoll submitted a letter of resignation for his position on the Board of directors effective November 1, 2011. David Dowrie made a statement on his behalf. Mr. O'Driscoll held the board to a high standard and will be missed.

Present:

Board Members: Jan Doerfler, David Dunsdun, Frank Bricker, Mylrea Estell, and David Dowrie; Mary McKay, Deputy Supt.; Angie Peterman, LBL Chief Financial Officer; Debbie Herndon, Executive Secretary

Guests:

There were no guests present.

Absent:

Jean Wooten, Paul O'Driscoll, Susan Waddell, Supt.

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

1. Consent Agenda

Chair Estell asked if Board Members would like any item to be removed from the Consent Agenda.

David Dowrie moved to approve the September 14, 2011 Board meeting minutes as presented. Frank Bricker seconded the motion and the motion passed unanimously.

Jan Doerfler moved to approve the September 25/26, 2011 Worksession minutes as presented. David Dowrie seconded the motion and the motion passed unanimously.

David Dowrie moved to approve the Personnel Report as presented. Frank Bricker seconded the motion and the motion passed unanimously.

Deputy Supt. Mary McKay presented the LBL Early Retirement Summary from 2006-2007 through 2016-2017, along with a

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financial summary for the same period. Chair Estell commended Mary on finding a sunset program that worked well for the ESD.

C. REPORTS

1. Cascade Regional Services Presentation

Amanda Stenberg and Melissa Bermel were unable to attend and present at the board meeting.

Mary McKay stated in six years of being deputy superintendent this is the first meeting she has facilitated. To this date Susan has not missed one meeting demonstrating how much she values the board meetings. Susan had the opportunity to attend the Oregon Business Association Statesman Dinner and hear U.S. Secretary of Education Arne Duncan speak tonight and therefore is not present for the meeting.

2. BoardBook Demonstration

Michael Elder, Oregon School Board Association, presented a BoardBook demonstration to the board members. The web based program reduces time spent building board meeting packets. Board members access their online packet with a user name and password through a secure site.

3. First Reading of Policy IIBGA, Electronic Communication System

Deputy Supt. Mary McKay presented the first reading of Policy IIBGA, Electronic Communication System. The Board offered suggestions for the second reading of this policy.

4. Business Office Matters

a. September financial Statements

Chief Financial Officer Peterman presented the September financial statements. CFO Peterman updated the board on state school funding. The November forecast will be released after the OSBA convention.

b. Procurement Cards

CFO Peterman answered additional questions regarding procurement cards. Board members asked for an attorney to review the requirements for employees who are issued the cards.

c. First Draft Network Service Level Agreement Goal 2, Task 20 (SLA)

CFO Peterman presented a first draft of the Network Service Level Agreement for Goal 2, Task 20 for the board to review and discuss later at the November board meeting.

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5. Superintendent's Report

- a. Strategic Plan Outcomes Review
Deputy Supt. McKay reviewed the Strategic Plan tasks and activities for LBL goals that were updated at the worksession, stating we are on target toward meeting our goals.
- b. VCSA
Deputy Supt. McKay reported the VCSA meeting went well and reviewed the agenda topics with the board. Angie Peterman presented a financial update to the superintendents. Chuck Bennett, COSA, presented legislative changes. A new law was discussed regarding student enrollment. Another new law requires districts to notify families by the end of the school day if a student had an unexcused absence that day.
- c. Leadership Council Agenda
Deputy Supt. McKay reported the Leadership Council meeting held on October 4, 2011 was a nuts and bolts meeting for sharing information, processes and procedures. Mylrea Estell attended the meeting.
- d. District Service Summaries
Deputy Supt. McKay reported each Board member was given District Service Summaries and a Tier 2 spreadsheet for districts in their zones in their board packet. All fall district visits are complete. At the spring district visits districts will be asked what services they prefer for the 2012-13 school year.

D. BOARD

- 1. Debrief Board Worksession
Chair Estell asked Board members if there were any follow up questions or comments regarding the worksession held September 25 and 26, 2011. Board members stated time spent with Greg McKenzie was valuable. Angie Peterman was thanked for her training on "Monitoring LBL ESD Financial Position".

Chair Estell appointed the following workgroups:

- 2. Appoint Work Groups of the Superintendent
Negotiations: Frank Bricker, Jan Doerfler
Long Range Financial Planning: David Dunsdon, David Dowrie

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Evaluation/Performance Review: David Dunsdon, Mylrea Estell,
Jean Wooten

Superintendent and Deputy Superintendent Contracts: Mylrea
Estell, David Dowrie, Jan Doerfler

3. OSBA Dinner Nov. 10
- Deputy Supt. McKay asked Board members who will be attending the OSBA Convention if they would like to have dinner together on Thursday, November 10. The executive secretary will make reservations.

E. ACTION ITEMS

1. Approve Claims Paid
David Dunsdon moved to approve claims paid for September 2011. Frank Bricker seconded the motion and it passed unanimously.
2. Approve Resolution No. 2-1112 Authorizing Issuance of Individual Procurement Cards
Frank Bricker moved to approve Resolution No. 2-1112, Authorizing Issuance of Individual Procurement Cards. Jan Doerfler seconded the motion and it passed unanimously.
3. Approve Donation of Equipment
David Dowrie moved to approve the donation of equipment from Phyllis Lind to ESD Behavioral Staff as presented with an estimated value of \$700. Frank Bricker seconded the motion and it passed unanimously.
4. Approve Donation of Equipment
David Dunsdon moved to approve the donation of equipment from Mighty Oaks to ESD Cascade Regional Program as presented with an estimated value of \$1,650. Jan Doerfler seconded the motion and it passed unanimously.
5. Approve Donation of Equipment
David Dunsdon moved to approve the donation of equipment from St. Albans Episcopal Church to LBL Student and Family Support Services as presented with an estimated value of \$261. Jan Doerfler seconded the motion and it passed unanimously.

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6. Approve Out of State
Travel Request

Frank Bricker moved to approve out-of-state travel for Mary McKay to attend the Job Fair in Spokane, Washington on Oct. 26 and 27, 2011. David Dowrie seconded the motion and it passed unanimously.

7. Approve Travel Out of
State Request

David Dowrie moved to approve out-of-state travel for Cindia Wells to attend 2011 ASHA Annual Conference in San Diego, California November 11 – 15, 2011. Jan Doerfler seconded the motion and it passed unanimously.

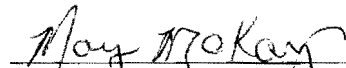
F. ADJOURNMENT

Chair Estell adjourned the meeting at 8:01 p.m.



Mylrea Estell, Board Chair

11/16/11



Mary McKay, Deputy Superintendent

11/16/2011

Recorded by Debbie Herndon