

**LAKE COUNTY ESD
REGULAR BOARD MEETING
DECEMBER 12, 2023**

MEMBERS PRESENT: Will Cahill
Judy Springer
Stefani Roseberry
Dale Chino
Jim Hiatt

STAFF PRESENT: Lane Stratton, Superintendent
Sara Sarensen, Business Manager
Donna Palmer, Youth Mentor Program Director

PUBLIC PRESENT: None

OPENING

The meeting was called to order at 6:00 p.m. by Board Chair Will Cahill at the Lake County ESD in Lakeview, OR.

CORRESPONDENCE

A letter from Sonja McKenzie, OSBA President, was included in the packet.

CONSENT AGENDA

There being no additions to the December 12, 2023 agenda, Director Roseberry moved to approve the agenda as presented. Director Hiatt seconded and the motion carried unanimously.

Director Roseberry moved to approve the minutes as presented. Director Springer seconded and the motion carried unanimously.

PROGRAM REPORT

Donna Palmer, Director of the Youth Mentor Program, thanked the board for the opportunity to come speak at the meeting. She reported on the activities and impact of the Youth Mentor Program in Lake County and gave statistics for each prong of the program (Girl Talk, Boys Club, Team Mentoring, and One-on-One). Countywide, they are serving 175 kids. Next, Ms. Palmer updated the board on her recent conference in Tennessee where she picked up lots of good information and approaches. The conference emphasized exposing kids to more experiences and empowering kids rather than rescuing. The directors all expressed appreciation for the work Donna is doing.

BOARD REPORT

- Will Cahill reported that he will be attending an OSBA meeting in Salem on January 19th.
- Jim Hiatt commented that the Adel and Plush communities are putting on their Christmas programs this week.
- Stefani Roseberry mentioned that the Plush teacher, LuAnn Anderson, had brought several of her students to the Soroptimist meeting where they sang some songs and handed out their school newsletter. Director Roseberry passed around the newsletter for the rest of the board to see. She said that it was a very enjoyable presentation.

FINANCIAL REPORT (SARA SARENSEN, BUSINESS MANAGER)

- Mrs. Sarensen provided the board the financial summary and asked if there were any questions on it. Director Chiono asked a couple questions about why a couple of the program budgets appeared to be fully spent or overspent so early in the year. Ms. Sarensen explained that the accounting software encumbers payroll expenses and purchase orders through the end of the year.

SPA (REPORT SPECIAL PROGRAMS ADMINISTRATOR) REPORT (MARK LOUIE)

- Mark Louie was not present at the meeting to give his report but it was included in the board packet. Lane touched on a few points:
- Raeshelle Meyer from ODE came for a visit to discuss the ESD's use of GEER funds and to ask how ODE can help us as we offer technical assistance to our districts.
- Mark has supported all the districts to get their quarterly reports for the IG process submitted and grant agreements signed.
- Mark has been working with the districts to get their Early Literacy grant applications completed.
- Mark is continuing to work with the Eastern Oregon REN on the Grow Your Own Grant. Initial applications should be available to our districts and the community after January 1st.

SUPERINTENDENT REPORT (LANE STRATTON)

- Mr. Stratton talked about several points outlined in his report.
- All districts are currently working on their Early Literacy Initiative grant application.
- When the people from ODE came for a visit, they asked if there was anything he wanted them to take back to ODE. He gave them three comments: small/rural communities have an equity lens (it may be different than larger areas, but we have one); they are getting the cart before the horse when they fund a bunch of new programs without investing in growing people to fill the new positions; and Lake ESD is in four or five different regions for various programs – can they narrow it down to just one or two?
- The COSA Conference was held in Eugene last week. It was the best one he's attended yet.
- A Sexual Incidence Response Team (SIRT) training was held in Grant County. It was a really good training and we were able to send about eight people from Lake County. Lane also commented his appreciation that the other ESDs involved all decided to have everyone submit expenses to one entity and then have that entity split it equally among the participating ESDs. This reduced the cost for the people traveling from farther away.

INFORMATION ITEMS

STAFF SALARY – COLA/STIPEND

Information was included in the packet presenting the budgetary impact of various pay scenarios, including COLA increases and one-time stipends. Supt. Stratton recommended a one-time stipend of \$500 to be paid out to all full-time staff and \$250 to all part time staff, except those who work less than one day a week. Because there are only four people who would end up not getting a stipend, Director Roseberry asked if we could do \$100 to include them. Also, the board wanted to have the stipend amount be the net amount received by the employee. Ms. Sarsen commented that she could make sure that only the required FICA tax was withheld from the stipend and the board could increase the amount paid to be \$540, \$270, and \$108.

INDIRECT COST AND TIF RATE

Lake ESD currently charges 6.94% TIF rate on all services in our Local Service Plan and has done so for the last 20+ years. ODE calculates an indirect rate for each district and ESD based on actual financial data submitted. The rate calculated for Lake ESD is 9%. Supt. Stratton reported that both he and Sara have been advised by various people to charge the ODE indirect rate on services and grants in order to cover growing administrative expenses. Lane let the board know that he intends to present a new TIF rate at the January meeting.

OSBA POLICY BINDER

The cost of asking OSBA to host our board policies online is \$1,560 per year with a one-time setup fee of \$720. Also, \$45 per hour will be charged for them to format our policies online use. It is common for districts and ESDs to have their policies online, and having OSBA maintain them is a very efficient way of handling policies. Director Roseberry asked if the annual \$1,560 was in addition to what we already pay for policy service or if it would replace our current fee. Lane will find out and bring it back to the board. He plans to include it in the 2024-25 budget.

LOCAL SERVICE PLAN

Lane reported that he has begun working on the 2024-25 Local Service Plan document. He plans to use the same approach as last year – create a “vanilla” local service plan for all the districts to approve, then have more detailed MOUs in place next fall. He will be setting up meetings with the county superintendents to go through the plan to ensure it is acceptable to each of them. The Lake County School Dist 7 superintendent has already agreed to a mediator in the case that no agreement can be reached.

**BOARD POLICIES – 2ND READING
BD/BDA (P) – BOARD MEETINGS**

Director Roseberry recommended a change in wording on this policy.

BDC (P) – EXECUTIVE SESSIONS

Director Roseberry recommended a change in wording on this policy.

EFA (P) – LOCAL WELLNESS

The board agreed that this policy is unnecessary.

There was no further discussion on the following policies:

GCBDA/GDBDA (P) – Family Medical Leave

GCBDA/GDBDA (AR) – Family Leave

GCBDF/GDBDF (P) – Paid Family Medical Leave Insurance

GCBDF/GDBDF (AR) – Paid Family Medical Leave Insurance

GCPC/GDPC (P) – Retirement of Staff

ACTION ITEMS

APPROVE BOARD POLICIES

Director Roseberry made a motion to approve board policies BD/BDA as corrected, BDC as corrected, GCBDA/GDBDA and the AR, GCBDF/GDBDF and the AR, and GCPC/GDPC, and to not adopt board policy EFA. Director Hiatt seconded the motion and it carried unanimously.

APPROVE STAFF SALARY OPTION

Director Roseberry made a motion to approve a one-time stipend of \$540 to all full time employees, \$270 to part time employees, and \$108 for Youth Mentor Program assistants to be paid in December. Director Chiono seconded the motion and it carried unanimously.

INDIRECT COST AND TIF RATE

No action necessary; none taken.

There being no further business, Director Chiono made a motion to adjourn the meeting. Director Springer seconded and the meeting adjourned at 7:41 p.m.

Lane Stratton, Superintendent

Will Cahill, Chair