

BOARD OF DIRECTORS  
LAKE COUNTY SCHOOL DISTRICT 7  
LAKE COUNTY, OREGON

Present: Annie Buntin, Vice-Chair  
Darwin Johnson, Director  
Cori Price, Director  
Dustin Gustaveson, Director  
Barry Shullanberger, Director (Not Present)  
Will Cahill, Superintendent  
Janet Melsness, Business Manager  
Tandalin Gerber, Confidential Secretary  
Ex-Officio: Susan Warner, Lonnie Chavez, Rusty Zysett  
Guests: Jeff Hedlund, Steve Kelley, Jeff Samples

**1. CALL TO ORDER**

Presenter: CHAIR

**2. EXECUTIVE SESSION - 5:00 PM**

Representatives of the news media, designated staff and invited guests shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

Presenter: SUPERINTENDENT

2. 1. Executive Session is held in accordance with (ORS 192.660(2)(e)) - To conduct deliberations to negotiate real property transactions.

Presenter: JANET MELSNESS

**3. CALL TO ORDER REGULAR SESSION - 5:15 PM**

Presenter: CHAIR

3. 1. Pledge of Allegiance to the Flag

**4. APPROVAL / AMENDMENT OF MEETING AGENDA ITEMS**

Presenter: CHAIR

4. 1. Approval and/or Amendment of Board Meeting Agenda Items for September 27,

2017.

Presenter: CHAIR

**Gustaveson moved and Johnson seconded the motion to approve the Agenda Items for September 27, 2017 as presented. The motion passed unanimously.**

**5. APPROVAL OF MINUTES**

Presenter: CHAIR

**5. 1. Minutes of September 13, 2017**

I move that we approve the minutes for September 13, 2017 as presented.

Presenter: CHAIR

**Gustaveson moved and Price seconded the motion to approve the September 13, 2017 minutes as presented. The motion passed unanimously.**

**6. CORRESPONDENCE**

Presenter: SUPERINTENDENT

There was no correspondence.

**7. PUBLIC COMMENT**

Presenter: CHAIR

There was no public comment.

**8. OLD BUSINESS**

Presenter: CHAIR

**8. 1. 2017-18 Extra-Duty Schedule Modification**

I move to approve the 2017-18 Extra-Duty Schedule, as presented.

Presenter: JANET MELSNESS

**Gustaveson moved and Price seconded the motion to approve the 2017-18 Extra-Duty Schedule Modification. The motion passed unanimously.**

**9. NEW BUSINESS**

**9. 1. Step Up Program - Field Trip**

I move to approve the overnight field trip to the Oregon State Penitentiary, October 3rd and 4th, for the Step Up program, as presented.

Presenter: TED WILTON & JEFF SAMPLES

**Price moved and Gustaveson seconded the motion to approve the Step Up Program – Field Trip as presented. The motion passed unanimously.**

**10. CONSENT AGENDA**

I move that we approve the consent agenda as presented.

**10. 1. Elementary Classroom Volunteers**

Presenter: SUSAN WARNER

10. 2. Certified Teacher\_Hire

Presenter: RUSTY ZYSETT

**Gustaveson moved and Price seconded the motion to approve the Consent Agenda as presented. The motion passed unanimously.**

11. **ANNOUNCEMENTS**

Cahill reminded the board of the upcoming OSBA Fall Regional meeting in Paisley. The meeting will take place on October 24<sup>th</sup> at 6:00 pm.

12. **NEXT BOARD MEETING AGENDA ITEMS**

Presenter: CHAIR

- 2017-18 Instructional Calendar – Changes
- SB 1564 – Student Report
- ASB Report
- Science Textbook Waiver

13. **ADJOURNMENT**

I move that we adjourn the meeting.

Presenter: CHAIR

**Price moved and Gustaveson seconded the motion to adjourn the meeting at 5:33 PM. The motion passed unanimously.**

14. **WORK SESSION - 5:30 PM**

Presenter: SUPERINTENDENT

OSBA, Director of Board Development, Steve Kelley, joined LCSD7 Board of Directors and Administrative team, for a three hour board training session. Kelley began by introducing himself, followed by introductions from each board and admin member. Kelley asked that the introductions include: what brings excitement and what brings pauses, in regard to being a part of the LCSD7 board. The top answer to both questions was working together as a team. Kelley presented written informational booklets, which explained the Roles & Responsibilities of board members and administrators. Kelley stated the top four roles being: Learn as a board team, Set clear expectations, Support and accountability, Create the public will to succeed. Kelley explained the division of duties, Govern vs. Manage. Board work is to Govern. This includes: Hire superintendent, Set goals & vision, Adopt policy, Set budget, Approve contracts, Monitor progress, What needs done, The ends.

Superintendent/Administrative is to Manage. This includes: Hire staff, Turn goals & vision into action, Develop administrative regulations, Plan expenditures, Employee relations, Report progress, How to do it, The means. Kelley discussed district policies and the roles in which the board or administrative team are responsible for. Kelley outlined Executive Sessions, Board Calendars, and Board Operating Agreement. Board members and admins divided into small groups and determined what was most important to them in regard to

expectations of one another. Board members chose: Inform the board of all critical information including relevant trends, anticipated adverse media coverage or critical external or internal change. Admins chose: Insistence on all available facts and data before making a decision. Kelley concluded with discussion of the superintendent evaluation process. The board of directors and the administrative team thanked Kelley for the training session and would like to see him return for further training.

  
Board Chair

  
Superintendent