LANE EDUCATION SERVICE DISTRICT	BOARD MEETING
1200 Hwy 99 N	Tuesday, October 6, 2026
Eugene, Oregon 97402	Regular Meeting: 6:00 PM

LANE ESD BOARD MEETING
AGENDA
Tuesday, October 6, 2026

1. Call Regular Meeting To Order

   Board Chair

2. Lane Education Service District Statement of Accountability: Land Acknowledgment

   Board Member

   A - Lane Education Service District Statement of Accountability_ Lane Acknowledgment .docx 4

3. Oath of Office | Newly Appointed Board Directors

   The Board Chair will administer the Oath of Office to Andrea Tolson, Position 3, and Erin Zygaitis, Position 6, At-Large.

   Board Chair

   B - Oath Of Office _ Position 3 _ Andrea Tolson 5

   C - Oath Of Office _ Position 6, At-Large _ Erin Zygaitis 6

4. Public Comment

   Board Chair

   B - Lane ESD _ Public Comment .docx 7

5. Agenda Review

   Board Chair

6. Presentation | School Improvement | Programming and Grant | Furniture Lab Collaboration

   Cassadie Mitchell, Executive Director of School Improvement

7. Action Items

   Board Chair

   A. Consent Agenda

Board Chair

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B. Accept Financial Report

Board Chair

G - August 2026 Financial Report 10

C. Approve Grant Proposal | Lane County CED Grant | Furniture Lab Collaboration

Board Chair

8. Items for Information or Discussion

Board Chair

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A. Information from Administrative Staff

Board Chair

I.1 - Human Resources Board Report - October 2026 15

B. Superintendent Report

Dr. Wetherell, Superintendent

C. Legislative Update

Superintendent Wetherell will provide an update in legislative activities if there are any updates.

Dr. Wetherell, Superintendent

D. Board Retreat

9. Lane ESD Board Member Activities and Opportunities

Board Chair

10. Board Member Reports and Comments/Agenda Planning

Lane ESD Board, Liaisons, Advisors

A. Board Member Reports

Board members are asked to submit their reports in writing to be attached to Boardbook. Reports can be sent to the Executive Assistant in advance of the meeting.

Board, Advisors, Liaisons

11. Adjournment

The next regular meeting is scheduled to be held Monday, November 2, at the Lane ESD Main Campus, 1200 Highway 99 N, Eugene.

Board Chair

LANE EDUCATION SERVICE DISTRICT
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EQUITY COMMITMENT LEADERSHIP COLLABORATION INTEGRITY

Statement of Accountability: Land Acknowledgment

Lane ESD acknowledges that the lands we call Lane County - the lands that sustain our children, our future, and our collective well-being - are the traditional ancestral home of the Kalapuya, Siuslaw, Molalla, and other indigenous people who have lived in Lane County since time immemorial. Native children, families, and communities bear witness to a legacy of displacement and forced relocation. As an educational institution we are accountable for addressing the current and former silencing, erasure and genocide of native people in Oregon and Turtle Island. We aim to join with indigenous people, honoring their resilience, courage, and self-determination in a purposeful pursuit of justice.

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Oath of Office

I, **Andrea Tolson**, do hereby swear or affirm that I will support the constitutions of the United States of America and the state of Oregon and the laws thereof, and the policies of the Lane Education Service District. During my term, I will faithfully discharge the duties of the office of member of the Board of Directors for the Lane Education Service District, representing **Position 3 | Springfield School District - 19**, to the best of my ability throughout my term of office.

_____
Director (Signature)

Attest: This oath of office was administered to Andrea Tolson, Position 3 on **October 6th, 2026**.

_____
Recording Secretary
Lane ESD Board of Directors

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Oath of Office

I, **Erin Zygaitis**, do hereby swear or affirm that I will support the constitutions of the United States of America and the state of Oregon and the laws thereof, and the policies of the Lane Education Service District. During my term, I will faithfully discharge the duties of the office of member of the Board of Directors for the Lane Education Service District, representing **Position 6, At-Large**, to the best of my ability throughout my term of office.

_____
Director (Signature)

Attest: This oath of office was administered to Erin Zygaitis, Position 6 | At-Large, on **October 6th, 2026**.

_____
Recording Secretary
Lane ESD Board of Directors

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Public Comment

This is an opportunity for the audience to address the Board on topics either on, or not on, the agenda. There will also be opportunities for the audience to comment on specific agenda items as the Board addresses them.

Comments Regarding Staff Members - Speakers may offer objective criticism of ESD operations and programs. The Board will not hear comments regarding any individual ESD staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for Board consideration of complaints involving a staff member. The association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the staff member, his/her supervisor and the Board.

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point. To make a comment or present a topic during public comment, if the opportunity is available on the Board agenda, please complete the Intent to Speak card and submit it to the Board secretary prior to the start of the meeting. An individual that has submitted an Intent to Speak card and has been invited to speak by the Board chair, will be allowed three minutes.

Any person, who is invited by the Board chair to speak to the Board during a meeting, should state his/her name and address and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

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Consent Agenda

Prepared for: Lane ESD Board of Directors
Meeting Date: October 6, 2026

Background

The Lane ESD Board of Directors Board of Directors has established a consent agenda process. Consent agenda items are routine matters that are adopted through a single motion unless a Board member or the Superintendent requests that an item be removed for separate discussion and action.

Consent agenda items are intended to streamline Board meetings by allowing the Board to efficiently address routine business while focusing discussion on items requiring additional deliberation.

Supporting materials for consent agenda items are included in the Board packet as needed. Board minutes will reflect action taken on each consent agenda item.

Any item removed from the consent agenda will be considered separately under the appropriate section of the agenda.

Consent Agenda Items:

- Lane ESD Board Meeting Minutes, September 1, 2026
- Lane ESD Board Special Meeting Minutes, September 24, 2026
- Human Resources Personnel Report, October 1, 2026

Action Requested

That the Board of Directors of Lane ESD approve the consent item as presented.

CONSENT AGENDA - ITEMS FOR ACTION
PERSONNEL ACTIONS

October 1, 2026

Summary
The Superintendent submits the Personnel Report for Board review and approval, including recommended actions related to new appointments, hires, and separations of employment.

Recommendation
The Superintendent recommends that the Board approve the Personnel Report as presented in the Consent Agenda.

LICENSED STAFF

	Employee ID #	*Position*	*Effective Date*
Appointment / New Hire	13670	Teacher, Math/STEM	8/28/2026
Separation of Employment			

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EQUITY COMMITMENT LEADERSHIP COLLABORATION INTEGRITY

Prepared for: Lane ESD Board of Directors
Prepared by: Olivia Meyers Buch, Executive Director of Business Services
Meeting Date: October 6, 2026

August 2026 Financial Report (Unaudited)

General Fund Financial Report

The Financial Report for the General Fund for the period ending August 31, 2026 follows this report. Year-to-date operating revenues through August 31, 2026 total $4,666,089 or 14.0% of total budgeted operating revenues as compared to $4,451,942 or 13.5% through August 31, 2025. As usual, state school fund formula revenue constitutes the majority of funds received. Total projected resources of $37,813,702 is $1,131,273 more than budgeted, which is primarily due to a higher beginning fund balance as a result of more underspending in the previous fiscal year.

Year-to-date operating expenditures through August 31, 2026 total $1,845,040 or 6.1% of total budgeted operating expenditures as compared to $1,936,650 or 6.7% through August 31, 2025. Total projected operating expenditures of $29,821,146 is $453,595 less than budgeted, which is due to projected savings related to staffing vacancies and savings in health benefits when employees elect to opt out of coverage. Total projected transfers and transits of $3,978,755 is $1,314,909 more than budgeted, which is due to changes made to district service orders after the budget was adopted.

Projected resources and requirements through August 31, 2026 result in an ending fund balance of $4,013,801, with $628,840 assigned (reserved) for districts. The remaining ending fund balance of $3,384,961 is unassigned and represents 10.1% of projected operating revenues. The projected unassigned ending fund balance reflects a decrease, or operating deficit, of $161,073.

Appropriations

A summary of appropriations for all funds for the period ending August 31, 2026 follows this report. At this time, one appropriation in the General Fund (Apportionment of Funds by ESD) is projected to be overspent, but will be corrected with board action at a later date.

Cash and Investment Account Balances by Type

	Yield	Beginning Balance	Deposits	Withdrawals	Ending Balance
Municipal Investor Checking	0.09%	$427,057	$9,581,196	$9,519,845	$488,407
Oregon LGIP (4513)	4.00%	$5,869,891	$3,261,037	$1,300,000	$7,830,928
Oregon LGIP (3676)	4.00%	$195,058	$89,264	$0	$284,322
Total		**$6,492,006**	**$12,931,497**	**$10,819,846**	**$8,603,657**

Assurances

All cash, investment and credit card accounts have been balanced, reconciled and reviewed and all cash and investment accounts have been reconciled to the general ledger as of August 31, 2026.

The adopted budget reflects expected expenditures. All payroll reports have been filed and payroll liabilities have been paid timely. All federal and state reimbursement requests as well as required financial reporting forms have been filed timely. All credit card expenditures, travel and other reimbursements have been reviewed and approved at the proper level.

There have been no significant changes to the internal control system, to the accounting system or accounting policies that are significant. The business services department is adequately staffed to allow for proper segregation of duties and I am not aware of any new pronouncements or other financial changes that may require additional staff time to properly implement.

All financial statements that have been provided to the board are accurate and complete to the best of my knowledge and I am aware of no other financial matters that the board should be aware of at this time. I know of no cases of fraud or other misconduct and I have not been asked by the superintendent to do anything that makes me feel uncomfortable or to present any information I feel is inaccurate.

Please contact me with questions or if you would like any additional information.

LANE EDUCATION SERVICE DISTRICT

General Fund Financial Report (Unaudited)

For the Period Ending August 31, 2026

	Fiscal Year 2025-26					Fiscal Year 2026-27					
	Final Budget	Actuals thru 8/31/2025	% of Budget	Projected thru 6/30/2026	% of Budget	Final Budget	Actuals thru 8/31/2026	% of Budget	Projected thru 6/30/2027	% of Budget	Budget Variance
RESOURCES											
State School Fund Formula Revenue											
State School Fund - General Support	$ 18,679,394	$ 4,389,464	23.5%	$ 17,810,336	95.3%	$ 18,293,546	$ 4,599,463	25.1%	$ 18,401,914	100.6%	$ 108,368
Property Taxes Levied by District	9,359,045	-	0.0%	9,411,486	100.6%	9,683,779	-	0.0%	9,679,716	100.0%	(4,063)
Other Local Revenues	47,000	-	0.0%	57,513	122.4%	47,000	-	0.0%	47,000	100.0%	-
Services Provided to Districts	3,441,349	-	0.0%	3,017,995	87.7%	4,106,167	6,600	0.2%	4,071,484	99.2%	(34,683)
Fees Charged to Grants	700,000	6,170	0.9%	688,805	98.4%	600,000	936	0.2%	650,000	108.3%	50,000
Other Revenues	662,700	56,308	8.5%	865,611	130.6%	618,200	59,090	9.6%	773,450	125.1%	155,250
Total Operating Revenues	**$ 32,889,488**	**$ 4,451,942**	**13.5%**	**$ 31,851,746**	**96.8%**	**$ 33,348,692**	**$ 4,666,089**	**14.0%**	**$ 33,623,564**	**100.8%**	**$ 274,872**
Beginning Fund Balance (District Reserves)	1,234,309	1,074,947	87.1%	1,074,947	87.1%	892,004	966,250	108.3%	966,250	108.3%	74,246
Beginning Fund Balance	1,915,193	2,279,276	119.0%	2,279,275	119.0%	2,441,733	3,223,888	132.0%	3,223,888	132.0%	782,155
TOTAL RESOURCES	**$ 36,038,990**	**$ 7,806,164**	**21.7%**	**$ 35,205,968**	**97.7%**	**$ 36,682,429**	**$ 8,856,227**	**24.1%**	**$ 37,813,702**	**103.1%**	**$ 1,131,273**
REQUIREMENTS											
Salaries	$ 13,283,749	$ 907,694	6.8%	$ 11,628,565	87.5%	$ 13,806,620	$ 798,668	5.8%	$ 13,461,455	97.5%	$ (345,166)
Associated Payroll Costs	8,702,645	485,107	5.6%	7,241,838	83.2%	9,337,161	466,177	5.0%	9,103,732	97.5%	(233,429)
Purchased Services	6,043,463	180,682	3.0%	6,098,752	100.9%	6,060,365	241,205	4.0%	6,115,365	100.9%	55,000
Supplies and Materials	724,853	90,059	12.4%	693,810	95.7%	679,814	68,381	10.1%	704,814	103.7%	25,000
Capital Outlay	-	-	#DIV/0!	21,354	#DIV/0!	-	-	#DIV/0!	45,000	#DIV/0!	45,000
Other Objects	324,933	273,108	84.1%	374,467	115.2%	390,781	270,608	69.2%	390,781	100.0%	-
Total Operating Expenditures	**$ 29,079,643**	**$ 1,936,650**	**6.7%**	**$ 26,058,786**	**89.6%**	**$ 30,274,741**	**$ 1,845,040**	**6.1%**	**$ 29,821,146**	**98.5%**	**$ (453,595)**
Transfers											
Interfund Transfers	465,000	-	0.0%	461,871	99.3%	315,839	-	0.0%	315,839	100.0%	-
Transits to Districts	4,010,894	-	0.0%	4,495,172	112.1%	2,348,007	-	0.0%	3,662,916	156.0%	1,314,909
Other Uses of Funds											
Planned Reserve (District Reserves)	440,383	-	0.0%	-	0.0%	1,567,254	-	0.0%	-	0.0%	(1,567,254)
Planned Reserve	209,617	-	0.0%	-	0.0%	666,974	-	0.0%	-	0.0%	(666,974)
Reserved for Next Year	1,833,453	-	0.0%	-	0.0%	1,509,614	-	0.0%	-	0.0%	(1,509,614)
TOTAL REQUIREMENTS	**$ 36,038,990**	**$ 1,936,650**	**5.4%**	**$ 31,015,830**	**86.1%**	**$ 36,682,429**	**$ 1,845,040**	**5.0%**	**$ 33,799,901**	**92.1%**	**$ (2,882,528)**
ENDING FUND BALANCE	**-**	**$ 5,869,514**		**$ 4,190,138**		**-**	**$ 7,011,188**		**$ 4,013,801**		
Assigned for Districts				$ 966,250					$ 628,840		
Unassigned Fund Balance				$ 3,223,888	10.1%		$161,073		$ 3,384,961	10.1% *	
** Percent of Operating Revenues*				**$ 4,190,138**					**$ 4,013,801**		

LANE EDUCATION SERVICE DISTRICT
Appropriation Monitoring
For the Period Ending August 31, 2026

		Fiscal Year 2026-27							
		Adopted Budget	Actuals thru 8/31/2026	% of Budget	Projected thru 6/30/2027	% of Budget	BUDGET VARIANCE	NOTES	
GENERAL FUND	**100**								
Instruction		15,387,850	302,817	2.0%	15,157,300	98.5%	230,550	+	
Support Services		14,886,891	1,542,222	10.4%	14,663,846	98.5%	223,045	+	
Transfers of Funds		315,839	-	0.0%	315,839	100.0%	-	+	
Apportionment of Funds by ESD		2,348,007	-	0.0%	3,662,916	156.0%	(1,314,909)	-	*pending board action*
Contingencies		2,234,228	-	0.0%	-	0.0%	2,234,228	+	
Unappropriated Ending Fund Balance		1,509,614	-	0.0%	-	0.0%	1,509,614		
Total		**36,682,429**	**1,845,040**	**5.0%**	**33,799,901**	**92.1%**	**2,882,528**	+	
SPECIAL REVENUE FUND	**200**								
Instruction		3,529,726	360,648	10.2%	3,176,754	90.0%	352,973	+	
Support Services		13,680,821	1,114,139	8.1%	12,996,780	95.0%	684,041	+	
Enterprise and Community Services		95,000	-	0.0%	85,500	90.0%	9,500	+	
Apportionment of Funds by ESD		25,656,712	6,748	0.0%	25,143,578	98.0%	513,134	+	
Total		**42,962,260**	**1,481,535**	**3.4%**	**41,402,612**	**96.4%**	**1,559,648**	+	
DEBT SERVICE FUND	**300**								
Support Services		2	0	5.0%	2	100.0%	-	+	
Debt Service		1,123,916	-	0.0%	1,123,916	100.0%	-	+	
Unappropriated Ending Fund Balance		75,253	-	0.0%	-	0.0%	75,253		
Total		**1,199,171**	**0**	**0.0%**	**1,123,918**	**93.7%**	**75,253**	+	
INTERNAL SERVICE FUND	**600**								
Instruction		25,000	-	0.0%	25,000	100.0%	-	+	
Support Services		365,214	-	0.0%	250,000	68.5%	115,214	+	
Total		**390,214**	**-**	**0.0%**	**275,000**	**70.5%**	**115,214**	+	
GRAND TOTAL	**ALL**	**81,234,074**	**3,326,575**	**8.5%**	**35,198,820**	**43.3%**	**4,632,643**		

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EQUITY COMMITMENT LEADERSHIP COLLABORATION INTEGRITY

Prepared for: Lane ESD Board of Directors
Meeting Date: October 6, 2026

Items for Information and Discussion

Background
The Items for Information section provides the Board of Directors with updates, reports, and presentations intended to inform the Board about current programs, initiatives, operational matters, and activities of Lane Education Service District.

These items are informational in nature and do not require Board action. Board members may ask questions, seek clarification, and provide feedback as appropriate.

- ***Information from Administrative Staff***

Purpose: The Directors of Human Resources, School Improvement, Special Education, and Technology have submitted written reports to the Board on matters of interest concerning their area of responsibility. Administrative Staff will be available to answer questions from the Board.

- ***Superintendent's Report***

Purpose: Provide the Board with updates from the Superintendent regarding organizational priorities, district partnerships, significant activities, and other matters of interest.

- ***Board Retreat***

Purpose: Provide the Board with an update on the upcoming Board Retreat. The retreat serves as an opportunity for Board members and leadership to discuss strategic goals, evaluate organizational priorities, and strengthen collaborative planning for the upcoming year.

Action Requested
No action is requested. This item is provided for information and discussion.

Human Resources Board Report
October 2026

Board Action Needed

- No Board action is requested at this time. Human Resources will bring forward matters requiring Board information, discussion, or action as organizational needs develop.

Key Updates

- With the 2026–27 school year underway, Human Resources has moved into the next phase of work focused on employee support, process implementation, and organizational priorities.
- A more proactive attendance support process is being implemented, providing supervisors with regular information and automated notifications tied to employees' assigned work calendars and applicable sick-leave provisions.
- Work on the revised employee evaluation framework has advanced through collaboration with Executive Leadership and employee associations, with attention to consistent expectations, meaningful feedback, and implementation across employee groups.
- Position and classification reviews are underway in partnership with departments to assess responsibilities, organizational needs, job descriptions, and position alignment.
- Human Resources is preparing for the fall UPBEAT survey and related organizational listening activities, with an emphasis on staff voice and organizational data related to climate, culture, connection, and shared purpose.

Emerging Issues & Risks

- Workforce availability remains a consideration for specialized and difficult-to-fill positions, with recruitment conditions varying by position and labor market.
- Attendance and leave patterns are being monitored as the school year progresses to support timely communication, consistent administration, and appropriate consideration of protected and approved leave.

Celebrations & Impact

- Human Resources partnered with LCEA to host a successful tie-dye event for staff and families, creating an opportunity for connection and community as the school year began.
- Collaboration with employee associations and departments is strengthening communication and alignment around employee needs and organizational priorities.

Looking Ahead

- Launch the fall UPBEAT survey October 19–30 and share results with departments to support organizational learning and discussion.
- Advance implementation planning for the revised employee evaluation framework.
- Use attendance and workforce data to inform HR support and organizational planning throughout the school year.