

Minutes in Brief

SOUTHERN OREGON EDUCATION SERVICE DISTRICT BOARD OF DIRECTORS REGULAR MEETING, WEDNESDAY, JULY 12, 2017

Call to Order

A regular meeting of the Southern Oregon Education Service District Board of Directors was held Wednesday, July 12, 2017, in the downstairs conference room of the ESD's Medford office located at 101 North Grape Street, Medford, Oregon. At 6:03 p.m., Acting-Chair McKinley called the meeting to order at which time he led attendees in the Pledge of Allegiance.

Attendance

Board members in attendance were Rosie Converse, Doug McKinley, Maud Powell, Annie Valtierra-Sanchez, and Toni Webb. Jamie Jennings attended via web conference from Klamath Community College.

Board members absent were Dave Jensen, Christine Norton-Cotts, and DonnaJean Wendle.

Also in attendance were SOESD staff members Jessica Bach, Melia Biedscheid, Howard George, Kim Hosford, Susan Peck, Terrie Rennick, Marcela Vargus, and Scott Beveridge, superintendent/clerk.

Guests in attendance were Ahrien Johnson and Deanna Wilson.

Oath of Office

Superintendent Beveridge administered the Oath of Office to Rosie Converse (Zone 6), Maud Powell (Zone 8), Annie Valtierra-Sanchez (Zone 8), and Toni Webb. Members Norton-Cotts and Wendle will be administered the Oath of Office at the September meeting of the Board of Directors.

Election of Chair and Vice-Chair

Acting-Chair McKinley opened nominations for Chair and Vice-Chair for the 2017-2018 and 2018-2019 fiscal years. Member Jennings motioned to elect Doug McKinley as Chair and Christine Norton-Cotts as Vice-Chair. The motion was seconded by Member Converse. Acting-Chair McKinley asked if there were further nominations to consider. Member Powell declined a nomination to the seat of Chair made by Member Valtierra-Sanchez. There being no other nominations, the motion was approved unanimously by the board members to elect Doug McKinley, Chair, and Christine Norton-Cotts, Vice-Chair, for the period July 2017 through June 2019.

Comments from the Association

Kim Hosford, President of the SOESD licensed association, welcomed new board members and expressed her hope that meetings would be scheduled soon to continue negotiating the Collective Bargaining Agreement and that a contract would be settled before September.

Consent Agenda

It was moved by Member Jennings to approve all items on the consent agenda as presented. The motion was seconded by Member Webb and unanimously carried. The consent agenda consisted of:

- A. Approval of Agenda
- B. Approval of Minutes
- C. Personnel Report

Communications

SOESD Superintendent's Schedule of Meetings

Superintendent Beveridge noted the following events as he briefly reviewed his calendar of meetings for July, August, and September:

- The superintendent's schedule includes several recurring meetings with the Klamath Promise and Southern Oregon Success (SORS) Regional Achievement Collaborative (RAC) governance councils. The SORS RAC supports College and Career for All (CC4A) and the Southern Oregon Early Learning Services (SOELS) Early Learning Hub.
- Superintendent Beveridge has been elected to serve as a Zone Director on the Oregon Association of School Executives (OASE) Executive Committee. He'll be attending meetings throughout the year as a member of the committee representing Southern Oregon.
- Superintendent Beveridge is making plans to launch a strategic planning process for the agency. The SOESD Administrative Team is scheduled to begin strategic planning on August 24, 2017. In the fall, Mr. Beveridge plans to include area superintendents, leadership teams, and employees in the strategic planning process.
- August 29, 2017: SOESD's All Staff Inservice will take place beginning at 8:30 a.m. at Southern Oregon University. Board members are welcomed and encouraged to attend.
- Fridays are set aside in Superintendent Beveridge's calendar so that he can spend time working with programs and visiting classroom sites.

Administration

A. SOESD Organizational Structure 2017-2018

Superintendent Beveridge reviewed the 2017-2018 SOESD Organizational Chart which was presented for board approval. The organizational structure includes the addition of a Human Resources Manager to the administrative team and the formalization of the SORS Regional Achievement Collaborative, SOELS Early Learning Hub, and College and Career for All (CC4A) / STEM with employees in programs within School Improvement Services. Mr. Beveridge plans to provide an overview of all programs to the board during the September regular board meeting. Additionally, one program will be presented as an educational topic during most regular board meetings throughout the year. After review and discussion, it was moved by Member Converse and seconded by Member Powell to approve SOESD's organizational chart as presented for 2017-2018. A roll call vote was conducted and the motion passed by unanimous board action.

B. Organizational Items for 2017-2018

The following sixteen organizational items were presented for Board review, discussion and action:

1. District Clerk and Deputy Clerk – The superintendent is charged by law to be named as clerk. We recommend that the business

- manager, once hired, be named as deputy clerk.
2. Safety Officer – We recommend that the Board appoint the business manager, once hired, to serve as safety officer.
 3. Budget Officer – The superintendent-clerk should be designated as the district’s budget officer.
 4. Newspaper of Record – We recommend that the Mail Tribune be named the newspaper of record.
 5. Mileage Reimbursement Rate for Staff and Board – It has been Board practice to pay the IRS-approved rate. We recommend continuation of this practice.
 6. Authorization to Submit Grant and Contract Proposals – It is necessary to respond quickly to grant and contract opportunities. We request that the Board continue to authorize the superintendent and the business manager, in the superintendent’s absence, to submit proposals for grants and contracts during the 2017-2018 fiscal year. The Board retains final authority to accept or reject an award.
 7. Authorization to Request Contract Funds – We recommend that the Board continue its practice of authorizing the signatures of the superintendent or business manager to request payments from funding sources.
 8. Coordination of Americans with Disabilities Act – We recommend that the Human Resources Manager be named Section 504 / ADA coordinator.
 9. Attendance Officer – State law requires ESDs to name an attendance officer. We recommend the appointment of the superintendent to serve in that role.
 10. Board Attorney – Kelly Noor has served as your attorney and we recommend that she continue in that capacity. It is requested that you authorize the superintendent to seek specialized legal counsel, when necessary, from Ms. Noor.
 11. Auditor – Per existing contract, we recommend that Isler Medford LLC serves as the district’s auditor for 2017-2018.
 12. Title IX Coordinator – We recommend that the Human Resources Manager be designated as the Title IX Coordinator.
 13. Authorized Depositories of Funds – We recommend three depositories of funds: Bank of America and Bank of the Cascades for general operation, and State of Oregon Local Government Investment Pool.
 14. Local Contract Review – It is recommended that the Southern Oregon ESD Board of Directors act as the district’s Local Contract Review Board.
 15. Identifying Purchasing Practices – It is recommended that Southern Oregon ESD continue its practice of following the Attorney General’s Model Public Contract Rules and ORS 279 pertaining to public contracting.
 16. Insurance Agent of Record – SOESD’s Insurance Agent of Record is Dennis Flennner, Protectors Insurance.

It was moved by Member Jennings, seconded by Member Converse and unanimously carried after conducting a roll call vote to approve 2017/2018 organizational items 1 through 16.

C. OAESD P-20 Network Operating Agreement

As discussed during the regular meeting of the board on June 21, 2017, SOESD has an opportunity to participate as a member of the Oregon ESD P-20 Support Network. The Oregon ESD P-20 is a formal agreement between ESDs throughout the state to build a network of partnerships which would provide benefits to students more effectively than each ESD working alone. The agencies participating in the network will focus on working collaboratively on statewide legislative initiatives impacting students. A final version of the "Oregon ESD P-20 Network Agreement" was provided to the board.

D. OAESD Governance Council Representative

It was moved by Member Converse to appoint Toni Webb to serve as SOESD's representative to the OAESD Governance Council. The motion was seconded by Member Powell and unanimously approved.

Business Affairs

A. 2017/2018 SOESD Resolution 1, 2, 3, and 4

Business Manager George explained these resolutions are presented annually and provide operational authority in the business areas. Resolution 1 delegates authority to the SOESD clerk and deputy clerk to award bids and to enter into contracts that do not exceed \$50,000. Resolution 2 designates the depositories for tax turnovers. Resolution 3 delegates authority to the clerk and deputy clerk to pay bills. Resolution 4 allows for inter-fund loans due to the timing of state payments. It was moved by Member Webb and seconded by Member Valtierra-Sanchez to adopt 2017/2018 SOESD Resolutions 1, 2, 3, and 4. A roll call vote was conducted and the motion carried unanimously.

B. Authorization for Staff to Sign Checks

Mr. George reported that the following individuals were being brought to the board for approval to sign checks during fiscal year 2017/2018: Scott Beveridge, Debbie Connolly, Howard George (for the period July 1, 2017 through August 31, 2017), and Jessica Bach. It was also recommended that the Business Manager, once hired, be authorized to sign checks. These individuals will be authorized to sign manual or hand checks requiring signatures from two signers. The ESD continues to use Superintendent Beveridge's signature as a digitally-produced laser printed stamp for its accounts payable and payroll check runs. It was moved by Member Converse to approve the recommendations of administration regarding persons authorized to sign checks during fiscal year 2017/2018. The motion was seconded by Member Webb. Upon being put to a roll call vote, the motion carried unanimously.

C. Filing Budget Documents

Mr. George reported that SOESD's 2017/2018 budget documents will be physically delivered to the assessor' and clerk's offices in Jackson, Josephine, and Klamath counties on July 13, 2017.

Miscellaneous

- A. OSBA Summer Board Conference, July 14-16, 2017**
Members Converse, Valtierra-Sanchez, Webb, along with Jessica Bach and Superintendent Beveridge, are planning to attend.
- B. All SOESD Staff Inservice, August 29, 2017**
This year's All Staff Inservice will again be held at Southern Oregon Univeristy in the Stevenson Union beginning at 8:30 a.m. Board members are welcomed and encouraged to attend.
- C. OSBA's Boardsmanship Series**
OSBA's Board Development team offers many training opportunities, including a *Boardsmanship Training Series*. Superintendent Beveridge recommended that all SOESD board members participate in this three-hour training together if possible. The Board determined that Tuesday, September 12, 2017 was the best date for the training. Jessica Bach will contact OSBA to make the arrangements.
- D. Next Regular Meeting: September 20, 2017, 6:00 p.m.,**
Southern Oregon ESD's Medford Office
- E. 2017 OSBA Annual Convention, November 9-12, 2017,**
Portland Marriott Downtown Waterfront. Board members interested in attending are asked to let Jessica Bach know so that lodging arrangements can be made as soon as the reservation window opens

Adjournment

There being no further business, Chair McKinley adjourned the meeting of the Southern Oregon ESD Board of Directors at 7:07 p.m.



Chair, Board of Directors

Scott Beveridge
Superintendent/Clerk