

**Minutes in Brief**

**SOUTHERN OREGON EDUCATION SERVICE DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING, WEDNESDAY,  
JULY 13, 2016**

**Call to Order**

A regular meeting of the Southern Oregon Education Service District Board of Directors was held Wednesday, July 13, 2016, in the downstairs conference room of the ESD's Medford office located at 101 North Grape Street, Medford, Oregon. At 6:05 p.m., Acting-Chair Harrington called the meeting to order at which time he led attendees in the Pledge of Allegiance.

**Attendance**

Board members in attendance were Lori Goodman-Vogel, Dave Jensen, and Paul Yates. Jamie Jennings attended via IVC from Klamath Community College. Doug McKinley attended by telephone.

Board members absent were Greg Applen, Christine Norton-Cotts, DonnaJean Wendle, and Paul Yates.

Also in attendance were SOESD staff members Jessica Bach, Howard George, Andree Johnson, Susan Peck, and Scott Beveridge, superintendent/clerk.

**Recognition of  
Guests**

Director Peck introduced Andree Johnson, newly hired Special Education Coordinator.

**Comments from the  
Associations**

There were no representatives from either of the associations in attendance.

**Executive Session**

At 6:11 p.m., Acting-Chair Harrington recessed the Board into Executive Session to consider information or records that are exempt by law from public inspection pursuant to ORS 192.660(2)(f).

**Open Session**

Acting-Chair Harrington reconvened the regular meeting at 7:20 p.m.

**Consent Agenda**

Member Harrington requested a motion to amend the agenda to include the addition of item F under agenda topic IV-Administration, for the purpose of approving the superintendent's 2016-2017 salary. It was moved by Member Jensen to approve all items on the consent agenda with the addition of item IV-F. The motion was seconded by Member Goodman-Vogel and unanimously carried. The consent agenda consisted of:

- A. Approval of Agenda
- B. Approval of Minutes of the SOESD Board Hearing and Regular Meeting of June 15, 2016
- C. Personnel Report

## Communications

### SOESD Superintendent's Schedule of Meetings

Superintendent Beveridge reviewed his three-month calendar for July, August, and September, noting the following:

- Interviews for key positions are scheduled to take place during the month of July.
- July 17 – Superintendent Beveridge is planning to attend the Chamber of Commerce Board meeting.
- July 25-29 – The superintendent is planning to take a week's vacation.

## Administration

- A. **SOESD Organizational Structure 2016/2017** – An SOESD organizational chart was presented for review and approval. It was moved by Member Goodman-Vogel and seconded by Member McKinley to approve SOESD's organization structure and organizational chart for 2016/2017. A roll call vote was conducted. The motion passed by unanimous board action.
- B. **Organizational Items for 2016/2017** – Sixteen organizational items were listed 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 be named as deputy clerk.
  2. Safety Officer – We recommend that the Board appoint the business manager 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 authorize the superintendent and the business manager in the superintendent's absence to submit proposals for grants and contracts during the 2016/2017 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 superintendent be named 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 2016/2017.
12. Title IX Coordinator – We recommend that the superintendent 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 Flenner, Protectors Insurance.

It was moved by Member McKinley, seconded by Member Goodman-Vogel and unanimously carried after conducting a roll call vote to approve 2016/2017 organizational items 1 through 16.

**C. Second Reading, Board Policy 7500 – Electronic Communication Systems**

Superintendent Beveridge explained the reasoning behind the proposed language changes in the Second Reading of Board Policy 7500 presented for review and approval. It was moved by Member Jensen, seconded by Member Goodman-Vogel, and unanimously carried to approve Board Policy 7500—Electronic Communication Systems.

**D. Second Reading, Board Policy 8700 – Personal Electronic Devices and Social Media**

Superintendent Beveridge recommended a change to sections 8701 and 8702 of the second reading of this policy related to staff use of personal devices while at work. In explaining the reason for this proposed change, he noted that a policy restricting staff use of their personal devices only for academic activities at all times while at work would not be practical to enforce. Alternative language based on sample OSBA policy was provided and read aloud for the board’s consideration. It was moved by Member Jensen to approve Board Policy 8700 as amended. The motion was seconded by Member Jensen and unanimously approved by board action.

**E. Superintendent's Contract**

Acting-Chair Harrington stated that the Board had met in Executive Session with Attorney Kelly Noor to discuss the superintendent's employment contract for 2016-2017. Ms. Noor will prepare a revised draft of the contract and send it to the board members for their review.

**F. Superintendent's Salary, 2016-2017**

It was moved by Member Jensen to approve the Superintendent's salary in the amount of \$135,650 for 2016-2017. The motion was seconded by Member Jennings and unanimously approved by the board.

**Business Affairs**

**A. 2016/2017 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. This amount is an increase from previous years and was discussed at a previous board meeting. 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 Jensen and seconded by Member McKinley to adopt 2016/2017 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 2016/2017: Scott Beveridge, Debbie Connolly, Howard George, and Jessica Bach. These individuals will be authorized to sign manual or hand checks requiring signatures from two signers. The ESD continues to use a facsimile signature for its accounts payable and payroll check runs. Superintendent Beveridge's and Business Manager George's signatures appear on that facsimile. It was moved by Member Jensen to approve the recommendations of administration regarding persons authorized to sign checks during fiscal year 2016/2017. The motion was seconded by Member McKinley. Upon being put to a roll call vote, the motion carried unanimously.

**C. Filing Budget Documents – Mr. George reported that SOESD's**

2016/2017 budget documents will be physically delivered to the assessor' and clerk's offices in Jackson, Josephine, and Klamath counties on July 14, 2016.

**Miscellaneous**

**A. Upcoming Conferences**

- 2016 OSBA Summer Board Conference – July 15-17, 2016, The Riverhouse, Bend, Oregon. *No board members plan to*

*attend.*

- 2016 OSBA Annual Convention – November 10-13, 2016, Portland Marriott Downtown Waterfront
  - AESA Annual Conference – November 30-December 3, 2016, Savannah, Georgia
- B. All SOESD Staff Inservice, Tuesday, August 30, 2016, Southern Oregon University, Stevenson Union, 8:30 a.m.
- C. Next Regular Meeting of the SOESD Board of Directors, Wednesday, September 21, 2016, 6:00 p.m.

**Adjournment**

There being no further business, Acting-Chair Harrington adjourned the meeting of the Southern Oregon ESD Board of Directors at 8:01 p.m.



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Chair, Board of Directors

Scott Beveridge  
Superintendent/Clerk