

**Minutes in Brief** SOUTHERN OREGON EDUCATION SERVICE DISTRICT  
BOARD OF DIRECTORS ORGANIZATIONAL MEETING  
WEDNESDAY, JULY 17, 2019

**Call to Order** A regular meeting of the Southern Oregon Education Service District Board of Directors was held in the downstairs conference room of the ESD located at 101 North Grape Street, Medford, Oregon, on Wednesday, July 17, 2019. Acting-chair Norton-Cotts called the meeting to order at 6:09 PM.

**Attendance** Board members in attendance: Board members absent:  
Rosie Converse Maud Powell  
Austin Fohnagy  
Ana Mannenbach  
Mary Middleton  
Robert Moore  
Christine Norton-Cotts  
Annie Valtierra-Sanchez (via video conference)  
Justin Wright

SOESD staff members in attendance:  
Jessica Bach James Mannenbach  
Scott Beveridge Daniel Weaver  
Melia Biedscheid

**Oath of Office** Superintendent Beveridge administered the Oath of Office to Mary Middleton (Zone 1), Justin Wright (Zone 2), Robert Moore (Zone 3), Austin Fohnagy (Zone 4), and Ana Mannenbach (Zone 9).

**Election of Chair and Vice Chair** **IT WAS MOVED BY MEMBER CONVERSE, SECONDED BY MEMBER FOLNAGY TO:** Allow Annie Valtierra-Sanchez to web-ex into the meeting before the election of the board chair.  
**MOTION CARRIED: 7-0**

A video conference connection was established with Member Valtierra-Sanchez and she joined the meeting at 6:17 PM.

Election of Board Chair

Presiding-Chair Norton-Cotts opened nominations for members to serve as the Board Chair for 2019-2020 and 2020-2021.

- *Member Valtierra-Sanchez self-nominated for the position of Board Chair.*
- *Member Moore nominated Member Middleton for the position of Board Chair.*

**THERE BEING NO FURTHER NOMINATIONS, IT WAS MOVED BY MEMBER FOLNAGY, SECONDED BY MEMBER CONVERSE TO:**

Close nominations.

**MOTION CARRIED 8-0**

Nominees briefly shared their backgrounds and answered questions from other board members.

**RESULT OF SECRET BALLOT**

Acting Chair Norton-Cotts appointed Members Converse and Wright as the counting committee. Once secret written ballots were completed, Members Wright and Converse collected the ballots and left the room with the board secretary to tabulate the results.

***Member Converse announced that Annie Valtierra-Sanchez was elected Board Chair for 2019-2020 and 2020-2021.***

Election of Vice Chair

Chair Valtierra-Sanchez called for nominations for the position of Vice Chair for 2019-2020 and 2020-2021.

- *Member Converse nominated Member Middleton for the position of Vice Chair.*
- *Member Moore nominated Member Folnagy for the position of Vice Chair.*  
Member Folnagy respectfully declined the nomination.

**THERE BEING NO FURTHER NOMINATIONS, IT WAS MOVED BY MEMBER FOLNAGY, SECONDED BY MEMBER MANNENBACH TO:**

Close nominations.

**MOTION CARRIED 8-0**

**IT WAS THEN MOVED BY MEMBER CONVERSE, SECONDED BY MEMBER FOLNAGY TO:**

Elect Member Middleton as the Vice Chair.

**MOTION CARRIED 8-0**

**Comments from Representatives of the Associations**

Melia Biedscheid, President of the Southern Oregon ESD Education Association, spoke regarding ongoing negotiations to settle the contract with the licensed employee group. Ms. Biedscheid also commented on unfilled licensed positions in the agency.

There were no representatives in attendance from the classified association.

**Requests to Address Agenda Items**

There were no statements from the audience or requests to address agenda items.

**Consent Agenda**

The consent agenda consisted of the following items:

- A. Approval of Agenda
- B. Approval of Minutes: Budget Hearing, June 19, 2019; Regular Meeting, June 19, 2019; Special Telephonic Meeting, June 27, 2019
- C. Personnel Report

**IT WAS MOVED BY MEMBER FOLNAGY, SECONDED BY MEMBER MIDDLETON TO:**

Approve all items on the consent agenda as presented.

**MOTION CARRIED 7-0 (Abstained: Member Moore)**

## Communications

### SOESD Superintendent's Schedule of Meetings

Superintendent Beveridge reviewed his calendar of meetings for July, August, and September 2019. Mr. Beveridge explained that he participates as a member of several committees, both at the state and local level, to help inform policy decisions. The region's superintendents nominated Mr. Beveridge to serve as their representative attending meetings of the Oregon Associations of School Executives' (OASE) and he also serves on the Executive Leadership Committee (ELC). Mr. Beveridge also serves as a member of the Rogue Workforce Partnership Board of Directors.

In reviewing his schedule of meetings, Superintendent Beveridge noted the following:

- Meetings to continue contract negotiations with the SOESD Education Association's bargaining team have been confirmed.
- Superintendent Beveridge will be meeting regularly with Jeff Bales, newly hired as the SOESD's interim Chief Information Officer (CIO).
- Superintendent Beveridge and Mark Angle-Hobson, Education Services Coordinator, have been working to complete the Educator Advancement Council's grant application to form a Regional Educator Network (REN). If the application is successful, a coordinating body will convene to advise how to use the funds in the region.

## Administration

### A. SOESD Organizational Structure for 2019-2020

Superintendent Beveridge reviewed the 2019-2020 SOESD Organizational Chart presented for board approval.

**IT WAS MOVED BY MEMBER MIDDLETON, SECONDED BY MEMBER FOLNAGY TO:**

Approve SOESD's organizational structure and approve the new organizational chart presented for 2019-2020.

**ROLL CALL VOTE, MOTION CARRIED 8-0**

### B. Organizational Items for 2019-2020 – The superintendent and business manager addressed the items listed below:

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 continue to authorize the superintendent and the business

- manager, in the superintendent's absence, to submit proposals for grants and contracts as well as accept awards during the 2019-2020 fiscal year.
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 deemed necessary, from Ms. Noor.
  11. Auditor – Per existing contract, we recommend that Isler Medford LLC serves as the district's auditor for 2019-2020.
  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 First Interstate Bank 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 Lloyd Williamson, Protectors Insurance.

**IT WAS MOVED BY MEMBER FOLNAGY, SECONDED BY MEMBER MOORE TO:**  
Adopt the SOESD administration's recommendations as presented for the organizational items for 2019-2020.

**ROLL CALL VOTE, MOTION CARRIED 8-0**

- C. Oregon School Boards Association (OSBA) 2019-2020 Annual Dues  
The annual dues for OSBA membership for 2019-2020 were reported to be \$3111.75. This is the same amount as last fiscal year. Administration recommended continuing SOESD's membership for 2019-2020.

**IT WAS MOVED BY MEMBER FOLNAGY, SECONDED BY MEMBER MIDDLETON TO:**

Approve paying the 2019-2020 OSBA annual membership dues.

**MOTION CARRIED 8-0**

- D. OAESD Governance Council Representative  
Member Valtierra-Sanchez represented SOESD on the OAESD Governance Council for a portion of the 2018-2019 fiscal year. She indicated she would be willing to continue in that role during 2019-2020.

**IT WAS MOVED BY MEMBER MANNENBACH, SECONDED BY MEMBER MIDDLETON TO:**

Appoint Annie Valtierra-Sanchez to serve as SOESD's representative on the OAESD Governance Council.

**MOTION CARRIED 8-0**

- Business Affairs**
- A. 2019-2020 SOESD Resolutions 1, 2, 3, and 4  
Business Manager Weaver 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 contracts that do not exceed \$100,000. Mr. Weaver noted that the \$100,000 limit was an increase over the \$50,000 amount in previous years.  
**IT WAS MOVED BY MEMBER FOLNAGY, SECONDED BY MEMBER MANNENBACH TO:**  
Adopt 2019-2020 SOESD Resolutions 1, 2, 3, and 4.  
**ROLL CALL VOTE, MOTION CARRIED 8-0**
- B. Authorization for Staff to Sign Checks  
Administration recommended Scott Beveridge, Daniel Weaver, and Jessica Bach be designated as authorized staff to sign checks during fiscal year 2019-2020. The ESD continues to use a facsimile signature for its accounts payable and payroll check runs. Superintendent Beveridge's signature will appear on that facsimile.  
**IT WAS MOVED BY MEMBER MIDDLETON, SECONDED BY MEMBER FOLNAGY TO:**  
Approve the recommendations of administration regarding persons authorized to sign checks during fiscal year 2019-2020.  
**ROLL CALL VOTE, MOTION CARRIED 8-0**
- C. Filing Budget Documents  
Business Manager Weaver reported that SOESD's 2019-2020 budget documents had been physically delivered to the assessors and clerks offices in Jackson, Josephine, and Klamath Counties by Friday, July 12, 2019.
- Executive Session** At 7:50 PM, Chair Valtierra-Sanchez announced the Board would meet in Executive Session, pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- Open Session** At 9:10 PM, Chair Valtierra-Sanchez reconvened the Board into open session.
- Miscellaneous**
- A. OSBA Summer Board Conference, July 19-21, 2019, Riverhouse Convention Center in Bend, Oregon.  
*Superintendent Beveridge, Members Folnagy, Middleton, and Moore plan to attend.*
- B. All SOESD Staff Inservice, August 23, 2019  
This year's All Staff Inservice will again be held at Southern Oregon Univeristy in the Stevenson Union beginning at 8:30 AM on Friday, August 23, 2019. Board members are welcomed and encouraged to attend.
- C. Next Regular Meeting: September 18, 2019, 6:00 PM, Southern Oregon ESD's Medford Office

- D. OSBA Fall Regional Meeting, October 30, 2019, 6:00 PM, Inn at the Commons, Medford, Oregon  
*Board members interested in attending are asked to RSVP to Jessica Bach in advance.*
- E. 2019 OSBA Annual Convention – November 14-17, 2019, 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 Valtierra-Sanchez adjourned the meeting of the Southern Oregon ESD Board of Directors at 9:15 PM.



Mary Middleton, Vice-Chair  
Southern Oregon ESD Board of Directors

Scott Beveridge, Superintendent