

Minutes in Brief SOUTHERN OREGON EDUCATION SERVICE DISTRICT
BOARD OF DIRECTORS ORGANIZATIONAL MEETING
WEDNESDAY, JULY 15, 2020

Call to Order A regular meeting of the Southern Oregon Education Service District Board of Directors was held by video/audio conference on Wednesday, July 15, 2020. Chair Valtierra-Sanchez called the meeting to order at 6:02 PM. After conducting roll-call, Chair Valtierra-Sanchez led those present in the Pledge of Allegiance.

Attendance Board members in attendance: Board members absent:
Ana Mannenbach Rosie Converse
Mary Middleton Maud Powell
Robert Moore
Christine Norton-Cotts
Annie Valtierra-Sanchez
Justin Wright

Austin Folnagy attended the preliminary portion of the meeting.

SOESD staff members in attendance:
Mark Angle-Hobson Coree Kelly
Jessica Bach Susan Peck
Scott Beveridge Amy Szeliga
Howard George Daniel Weaver

Comments from Representatives of the Associations Amy Szeliga, President of the SOESD Education Association, reported that the association had conducted a poll of its licensed staff to survey their input regarding returning to school amid COVID-19 and balancing providing equitable services for students across districts while maintaining staff and student safety.

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 17, 2020; Regular Meeting, June 17, 2020; Special Meeting, June 29, 2020
C. Personnel Report
IT WAS MOVED BY MEMBER MIDDLETON, SECONDED BY MEMBER WRIGHT TO:
Approve all items on the consent agenda as presented.
MOTION CARRIED 6-0

Communications SOESD Superintendent's Schedule of Meetings
Superintendent Beveridge reviewed his calendar of meetings for July, August, and September 2020. The predominate work throughout the calendar continues to focus on coordinating and integrating SOESD support services with local school districts to meet the needs of students as they begin the school year in

Comprehensive Distance Learning. Superintendent Beveridge will also continue to meet frequently with SOESD Cabinet members and the Administrative Team to plan operations and develop distance learning supports for staff in preparation for the launch of the 2020-2021 school year. The superintendent has worked with administrators to finalize consortium purchasing, implementation, and ongoing support of Canvas Learning Management System (LMS) for local school districts. A majority of districts in the region will use Canvas to manage online course learning materials and support students and families. SOESD's All Staff Inservice will be held on Friday, August 28, 2020 and will include extended training for staff in providing distance learning. Board members are welcome to attend the inservice.

Administration

- A. SOESD Board Member Resignation and Vacancy
Chair Valtierra-Sanchez reported that Member Folnagy had emailed his notice of resignation from the SOESD Board, Zone 4, explaining that he is no longer a resident of a school district located within the SOESD boundary.

IT WAS MOVED BY MEMBER MANNENBACH, SECONDED BY MEMBER WRIGHT TO:

Accept Austin Folnagy's resignation from SOESD Board Zone 4 and declare this zone vacant.

MOTION CARRIED: 6-0

The Board discussed advertising options to solicit applicants for appointment to fill the vacant seat, including placing a notice in the Klamath Falls Herald and News, running public service announcements on radio stations in the Klamath Falls listening area, and contacting community organizations in Klamath Falls.

IT WAS MOVED BY MEMBER MIDDLETON, SECONDED BY MEMBER MOORE TO:

Authorize administration to spend up to \$2,000 in advertising for candidates to be considered for appointment.

MOTION CARRIED: 6-0

- B. SOESD Organizational Structure for 2020-2021
Superintendent Beveridge reviewed the 2020-2021 organizational chart and list of administrative staff presented for board approval.

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

Approve SOESD's organizational structure and approve the new organizational chart as presented for 2020-2021.

MOTION CARRIED: 6-0

- C. Organizational Items for 2020-2021
Superintendent Beveridge and CFO Weaver 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 2020-2021 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.
11. Auditor – Per existing contract, we recommend that Isler Medford LLC serves as the district’s auditor for 2020-2021.
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 MIDDLETON, SECONDED BY MEMBER MANNENBACH TO:

Accept administration’s recommendations as presented for organizational items 1 through 16.

MOTION CARRIED: 6-0

- D. OAESD Governance Council Representative
Chair Valtierra-Sanchez represented SOESD on the OAESD Governance Council in 2019-2020. Member Norton-Cotts indicated interest in serving as the representative for the 2020-2021 school year.

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

Appoint Christine Norton-Cotts to serve as SOESD's representative on the OAESD Governance Council.

MOTION CARRIED: 6-0

- E. Diversity, Equity, and Inclusion
Prior to the meeting, a copy of Resolution #5, condemning racism and reconfirming commitment to being an anti-racist district, was emailed to board members for review. Chair Valtierra-Sanchez explained that she and Vice-Chair Middleton had drafted Resolution #5 as a statement of solidarity with the community and reinforcing the board's support of the Diversity, Equity, and Inclusion (DEI) Collaborative of school districts in Southern Oregon facilitated by SOESD. Chair Valtierra-Sanchez further explained that Resolution #5 had been reviewed by Superintendent Beveridge and the board's legal counsel prior to presentation to the board for consideration. A special meeting will be scheduled in order to give time for board members to review the proposed resolution and to prepare for further discussion and potential board action.

Business Affairs

- A. 2020-2021 SOESD Resolutions 1, 2, 3, and 4
Chief Financial Officer Daniel Weaver explained these resolutions are presented annually and provide operational authority in the business areas.
IT WAS MOVED BY MEMBER MOORE, SECONDED BY MEMBER WRIGHT THAT:
2020-2021 SOESD Resolutions 1, 2, 3, and 4 be approved as submitted.
ROLL CALL VOTE, MOTION CARRIED 6-0
- 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 2020-2021. 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 WRIGHT, SECONDED BY MEMBER MIDDLETON TO:
Approve the recommendations of administration regarding persons authorized to sign checks during fiscal year 2020-2021.
ROLL CALL VOTE, MOTION CARRIED 6-0
- C. Filing Budget Documents
Chief Financial Officer Dan Weaver reported that SOESD's 2020-2021 budget documents had been physically delivered to the assessors and clerks offices in Jackson, Josephine, and Klamath Counties.

Miscellaneous

- A. All SOESD Staff Inservice, August 28, 2020
Administration is working on the format and agenda for this year's All Staff Inservice. Board members are encouraged to attend.

- B. Next Regular Meeting: September 16, 2020, 6:00 PM
- C. OSBA Fall Regional Meeting: OSBA will announce their repurposed meeting and format details soon.

Adjournment

There being no further business, Chair Valtierra-Sanchez adjourned the meeting of the Southern Oregon ESD Board of Directors at 8:19 PM.

Annie Valtierra-Sanchez, Chair
Southern Oregon ESD Board of Directors

Scott Beveridge, Superintendent