

Minutes in Brief SOUTHERN OREGON EDUCATION SERVICE DISTRICT
BOARD OF DIRECTORS ORGANIZATIONAL MEETING
WEDNESDAY, JULY 21, 2021

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 21, 2021. Acting-Chair Valtierra-Sanchez called the meeting to order at 6:04 PM and led those present in the Pledge of Allegiance.

Attendance Board members in attendance: Board members absent:
Rosie Converse Jessie Hecocta
Ana Mannenbach Justin Wright
Mary Middleton
Robert Moore
Corbin Morell
Maud Powell
Annie Valtierra-Sanchez

SOESD staff members and guests in attendance:
Jessica Bach Coree Kelly
Scott Beveridge David McKay
Gabe Gilham Daniel Weaver

Oath of Office Superintendent Beveridge administered the Oath of Office to Mary Middleton (Zone 1), Rosie Converse (Zone 5), Corbin Morell (Zone 6), Maud Powell (Zone 7), and Annie Valtierra-Sanchez (Zone 8).

Election of Chair and Vice-Chair Acting-Chair Valtierra-Sanchez opened nominations for members to serve as the Board Chair and Vice-Chair for the 2021-2022 and 2022 -2023 fiscal years.

Election of Board Chair

- Member Moore nominated Justin Wright for the position of Board Chair.
- Member Middleton nominated Rosie Converse for the position of Board Chair.

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

Close nominations.

MOTION CARRIED: 7-0

Rosie Converse was elected board chair for fiscal years 2021-2022 and 2022-2023.

Election of Board Vice-Chair

- Member Converse nominated Justin Wright for the position of Vice-Chair.

THERE BEING NO FURTHER NOMINATIONS, IT WAS MOVED BY MEMBER MIDDLETON, SECONDED BY MEMBER MOORE TO:

Close nominations.

MOTION CARRIED: 7-0

Justin Wright was elected vice-chair for fiscal years 2021-2022 and 2022-2023.

Comments from Representatives of the Associations

Gabe Gilham, President of OSEA Chapter 104, thanked all who were involved in settling the Collective Bargaining Agreement with the classified employees.

There were no representatives in attendance from the licensed 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 16, 2021; Regular Meeting, June 16, 2021; Special Meeting, June 29, 2021
- C. Personnel Report

IT WAS MOVED BY MEMBER MANNENBACH, SECONDED BY MEMBER VALTIERRA-SANCHEZ TO:

Approve all items on the consent agenda.

MOTION CARRIED 7-0

Communications

SOESD Superintendent’s Schedule of Meetings – July, August, and September 2021

Superintendent Beveridge reviewed his calendar of meetings for July, August, and September 2021. The superintendent noted that the month of July included several planning meetings to ensure compliance in relocating the STEPS Plus and Transition classrooms and a number of meetings to determine the terms of an agreement with Arkitek Design Services for the Phoenix Campus fire restoration building project.

Superintendent Beveridge reported that updates to the *Ready Schools, Safe Learners Resiliency Framework for the 2021-2022 School Year* will be released on July 22, 2021. It is expected that the operating framework will shift from mandates to guidance. Superintendent Beveridge will continue to facilitate local meetings with the region’s superintendents and public health authorities to plan regarding COVID-19.

Administration

- A. Contract for Architectural Design Services

David McKay, of HMK Company construction management services, reported on the status of fee negotiations with the firm selected to rebuild from the loss of the SOESD Phoenix Campus that was destroyed in the Almeda fire on September 8, 2020. Based on a comprehensive design services selection process, the district’s scoring committee and HMK Company presented recommendation to award a contract to *arkitek: design & architecture* in an amount not to exceed \$1,345,630.00. Upon board approval, contracts will be issued and work will move forward with the design schedule. Mr. McKay noted that the contracts have been reviewed by legal counsel.

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

Award a contract for architectural design services to Arkitek not to exceed \$1,345,630.00.

MOTION CARRIED: 7-0

B. SOESD Organizational Structure for 2021-2022

Superintendent Beveridge reviewed the 2021-2022 organizational chart and list of administrative staff presented for board approval. Mr. Beveridge noted that the chart included a placeholder for an additional special education coordinator to be hired. The board will receive an update once a candidate is hired for the new position and program assignments are made based on the successful candidate's strengths.

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

Approve SOESD's organizational structure and approve the new organizational chart as presented for 2021-2022 by the superintendent.

MOTION CARRIED: 7-0

C. Organizational Items for 2021-2022

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 Chief Financial Officer be named as deputy clerk.
2. Safety Officer – We recommend that the Board appoint the Chief Financial Officer 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 CFA, in the superintendent's absence, to submit proposals for grants and contracts as well as accept awards during the 2021-2022 fiscal year.
7. Authorization to Request Contract Funds – We recommend that the Board continue its practice of authorizing the signatures of the superintendent or CFO to request payments from funding sources.
8. Coordination of Americans with Disabilities Act – We recommend that the Chief Human Resources Officer 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 – Attorneys in the law firm of Garrett Hemann Robertson, P.C., have served as your attorney and we recommend that they continue in that capacity. It is requested that you authorize the superintendent to seek specialized legal counsel, when deemed necessary from Garrett Hemann Robertson Law firm.
11. Auditor – Per existing contract, we recommend that Isler Medford LLC serves as the district's auditor for 2021-2022.
12. Title IX Coordinator – We recommend that the Chief Human Resources Officer be designated as the Title IX Coordinator.

13. Authorized Depositories of Funds – We recommend two depositories of funds: 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 MANNENBACH, SECONDED BY MEMBER POWELL TO:

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

MOTION CARRIED: 7-0

- D. Oregon School Boards Association (OSBA) 2021-2022 Annual Dues
The annual dues amount for OSBA 2021-2022 membership was reported to be \$3,111.75, the same amount as last fiscal year. Administration recommended continuing SOESD’s membership for 2021-2022.

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

Approve 2021-2022 OSBA membership in the amount of \$3,111.75.

MOTION CARRIED: 7-0

- E. Oregon Association of ESDs (OAESD) Membership Dues for 2021-2022
The OAESD annual membership dues for fiscal year 2021-2022 were reported to be \$16,819, including AESD annual dues. SOESD’s assessed portion of 2021-2022 funding for program administration is \$15,137. Administration recommended continuing SOESD’s membership in OAESD for 2021-2022 for a total annual fee of \$31,956.00.

IT WAS MOVED BY MEMBER MOORE, SECONDED BY MEMBER VALTIERRA-SANCHEZ TO:

Approve 2021-2022 OAESD annual membership fees of \$31,956.00

MOTION CARRIED: 7-0

- F. OAESD Governance Council Representative
The Board of Directors annually appoints a member to represent SOESD on the OAESD Governance Council. A general description of the governance council, its duties, roles, and bylaws, was provided to board members in advance of the meeting.

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

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

MOTION CARRIED: 7-0

- G. Memorandum of Agreement (MOA) with SOESD Employee Association and Southern Oregon Bargaining Council Regarding Leave Associated with COVID-19

Superintendent Beveridge explained that agreement had been reached with the licensed association regarding leave associated with COVID-19. The board received the MOA in advance of the meeting for review.

IT WAS MOVED BY MEMBER MANNENBACH, SECONDED BY MEMBER VALTIERRA-SANCHEZ TO:

Approve the MOA with the SOESD Employee Association and SOBC regarding leave related to COVID-19.

MOTION CARRIED: 7-0

- H. Contracts for Staffing Services

Administration requested the Board’s approval to enter into agreements for the 2021-2022 school year with staffing agencies as detailed in the table below. All efforts to advertise and fill these positions through the employment process have been unsuccessful.

| | | | |
|-------------------|-------------------------------------|---------|--------------|
| E-Therapy | Speech-Language Pathologist | 2.0 FTE | \$250,000.00 |
| Presence Learning | Speech Language Pathologist | 1.9 FTE | \$285,000.00 |
| ProCare Therapy | Teacher of Deaf and Hard of Hearing | 2.0 FTE | \$815,000.00 |
| | Teacher of Visually Impaired | 1.5 FTE | |
| | School Psychologist/Autism | 2.6 FTE | |
| | Consultant | | |
| Therapy Travelers | Occupational Therapist | 1.0 FTE | \$270,000.00 |
| | School Psychologist | 1.0 FTE | |

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

Approve entering into agreements with staffing agencies not to exceed the amounts presented.

MOTION CARRIED: 7-0

- I. Relocating STEPS Plus and Transition Classrooms

Superintendent Beveridge and CFO Weaver provided an update on the search for suitable sites to relocate the STEPS Plus and Transition classrooms. The district was unsuccessful in its bid to purchase a property. The search continued and two properties, located close to each other, were found and secured through lease agreements. Space modifications are underway and staff are working hard to prepare the classrooms to receive students when the 2021-2022 school year begins.

Business Affairs

- A. 2021-2022 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 MIDDLETON, SECONDED BY MEMBER MOORE TO:

Adopt 2021-2022 SOESD Resolutions 1, 2, 3, and 4.

MOTION CARRIED 7-0

- 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 2021-2022. 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 VALTIERRA-SANCHEZ, SECONDED BY MEMBER MANNENBACH TO:

Approve the recommendations of administration regarding persons authorized to sign checks during fiscal year 2021-2022.

ROLL CALL VOTE, MOTION CARRIED 7-0

- C. Filing Budget Documents
Chief Financial Officer Dan Weaver reported that SOESD's 2021-2022 budget documents had been physically delivered to the assessors and clerks' offices in Jackson, Josephine, and Klamath Counties on Tuesday, July 13, 2021.

Miscellaneous

- A. OSBA Virtual Summer Conference
- Friday, July 23, 2021, 8:00 AM – 1:00 PM: Board Leadership and Administrative Professionals Workshop
 - Saturday, July 24, 2021, 8:00 AM – 4:00 PM: Raising the Equity Question
- B. Tentative: All SOESD Staff Inservice, August 27, 2021, Location and time to be determined. Administration is working on the format and agenda for this year's All Staff Inservice. Board members are encouraged to attend.
- C. Next Regular Meeting: September 15, 2021, 6:00 PM
- D. OSBA Fall Regional Meeting: Thursday, October 28, 2021, 6:00 PM, Location to be determined.
- E. 2021 OSBA Annual Convention, November 11-13, 2021, Salem Convention Center and The Grand Hotel.

Adjournment

There being no further business, Chair Converse adjourned the meeting of the Southern Oregon ESD Board of Directors at 7:33 PM.

Rosie Converse, Chair
Southern Oregon ESD Board of Directors

Scott Beveridge, Superintendent