

**Southern Oregon Education Service District
BOARD OF DIRECTORS' WORK SESSION**

5:30 PM – Wednesday, October 19, 2022

SOESD Administration Office
101 North Grape Street in Medford, Oregon



To Attend Remotely:

Join by computer: <https://soesd.zoom.us/j/97762491735>

Join by phone: +1 669 900 6833 | Meeting ID: 977 6249 1735

AGENDA

1. Call to Order / Roll Call

2. SOESD Board Policy Rewrite
Review of Proposed Policies Section D: Fiscal Management
 - DDB Native American Impact Aid Funds
 - DDC Native American Education Program Grants
 - DH Bonded Employees and Officers
 - DI Fiscal Accounting and Reporting
 - DIE Audits
 - DJ ESD Purchasing
 - DJC Bidding Requirements

3. Adjournment

Code: DDB
Adopted:

Native American Impact Aid Funds

The ESD may claim children residing on Indian lands for the purpose of receiving federal funds pursuant to the Title VII - Impact Aid laws.

The ESD ensures:

1. The equal participation of Indian children in the educational programs and activities of the ESD on the same basis as all other ESD students;
2. Parents of such children and Indian tribes are afforded an opportunity to present their views on such programs and activities, including an opportunity to make recommendations on the needs of those children and how the ESD may help such children realize the benefits of ESD programs and activities;
3. Parents and Indian tribes are consulted and involved in planning and developing such programs and activities;
4. Relevant applications, evaluations and program plans are disseminated to the parents and Indian tribes;
5. Parents and Indian tribes are afforded an opportunity to present their views to the ESD regarding the ESD’s general educational program.

The policy will be reviewed annually and modified as needed.

Documentation demonstrating ESD compliance with the requirements of this policy and law will be maintained in the ESD’S administration office.

END OF POLICY

Legal Reference(s):

Every Student Succeeds Act, 20 U.S.C. § 7701-7714 (2012).
Special Provisions for Local Educational Agencies that Claim Children Residing on Indian Lands, 34 C.F.R. §§ 222.90-222.122 (2017).

Code: DDC
Adopted:

Native American Education Program Grants - Title VI Indian Education

The ESD may submit a grant application for the purpose of receiving federal funds to support Native American Education Program efforts.

The application should include a description of the comprehensive program for meeting the language and cultural needs of Indian children, that includes:

1. How the program will offer programs and activities to meet the culturally related academic needs of Indian students;
2. Is consistent with the State, tribal and local plans;
3. Includes academic content and student academic achievement goals for identified children, and benchmarks for attaining goals that are based on the Oregon Department of Education’s (ODE) academic standards and content and student academic achievement standards adopted under Title I for all students;
4. Explains how Federal, State and local programs, especially programs carried out under Title I, will meet the needs of Indian students;
5. Demonstrates how funds will be used for the activities described above;
6. Describes the professional development opportunities that will be provided, as needed, to ensure that:
 - a. Teachers and other school professionals who are new to the Indian community are prepared to work with Indian children; and
 - b. All teachers involved in programs are properly trained to carry out such programs; and
7. Describes how the ESD will:
 - a. Periodically assess the progress of all Indian children enrolled in district schools, including Indian children who do not participate in programs assisted;
 - b. Provide results of each assessment to the committee described below, to the community served by the ESD and to the Indian tribes whose children are served by the ESD; and
 - c. Provide communication of responses to findings of any previous assessments, similar to the assessments described above.
8. Describes the process the ESD used to meaningfully collaborate with Indian tribe(s) located in the community in a timely, active and ongoing manner in the development of the comprehensive program and the actions taken as a result of such collaboration.

The ESD programs and activities shall be developed in consultation with and the written approval of a committee consisting of parents of Indian children and teachers, and when appropriate, Indian students at the secondary level. A majority of committee members shall be parents of Indian children.

END OF POLICY

Legal Reference(s):

Every Student Succeeds Act, 20 U.S.C. §§ 7701-7714; 7421-7425 (2012).

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Southern Oregon ESD

First Reading: October 19, 2022

Code: DH
Adopted: 9/10/82
Orig. Code: 6210; 6211; 6212; 6213

Bonded Employees and Officers

All ESD employees responsible for funds, fees, cash collections or disbursements shall be covered under a bond which has been paid for by the ESD and approved by the Board.

A blanket bond shall be kept in force to cover all ESD employees handling funds.

Separate bonds shall be kept in force for the superintendent-clerk and the business manager-deputy clerk.

Proof of bonding shall be supplied to the County Treasurer and banks as requested.

END OF POLICY

Legal Reference(s):

[ORS 328.441](#)

[ORS 334.125\(7\)](#)

[ORS 332.525](#)

[OAR 581-024-0240](#)

Code: DI
Adopted: 7/14/78
Orig. Code: 6200; 6201

Fiscal Accounting and Reporting

All funds received by the District ESD shall be handled according to laws, and regulations and generally accepted accounting standards, and accurate records of distribution shall be maintained.

Receipt of funds shall not be handled by the same employee designated to disburse funds or to approve the disbursement of funds so long as adequate personnel are available.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#) [OAR 581-023-0035](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Southern Oregon ESD

First Reading: October 19, 2022

Code: DIE
Adopted: 5/21/03
Orig. Code: 6400; 6402

Audits

The Board shall ensure that records of the ~~District~~ ESD and its components are audited annually and that audit records are properly maintained.

An accountant selected by the Board from the roster of authorized municipal accountants maintained by the State Board of Accountancy shall be contracted to complete the audit.

Every ~~[three]~~ five years the Board will ~~review the contract with the audit firm and, if necessary, consider~~ soliciting requests for proposals from authorized municipal accountants.

A copy of the audit report will be presented to the Board. The superintendent will submit a copy of the ESD audit report to the Oregon Department of Education and to the Oregon Secretary of State, Audit Division.

Additionally, the ESD shall ensure that component districts conduct an annual audit. The ESD will assist component districts, as required, to meet budgeting, accounting and audit requirements. A file of component district audits will be maintained by the ESD.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)
[ORS 297.405 to -297.555](#)
[ORS 297.990](#)

[ORS 334.125](#)
[ORS 334.240](#)

[OAR 581-023-0037](#)
[OAR 581-024-0206\(3\)\(b\)](#)
[OAR 581-024-0265](#)

Southern Oregon ESD

Code: DJ
Adopted: 7/17/78
Orig. Code: 6300; 6301

First Reading: October 19, 2022

ESD Purchasing

~~All District purchases shall be made in accordance with Oregon statutes and regulations, and District procedures.~~

~~An appropriate system for purchasing shall be administered by the superintendent.~~

The function of ESD purchasing is to provide the necessary supplies, equipment and services for the operation of the ESD. Items commonly used will be standardized and be consistent with ESD goals and in the interest of efficiency or economy.

The [~~business manager~~ Chief Financial Officer] is appointed by the Board to serve as purchasing agent. ~~He/She/They~~ will be responsible for developing and administering the ESD's purchasing program.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget, by Board action and/or Board policy. ~~In all cases calling for the expenditure of ESD money, except payroll, a requisition and purchase order system must be used.~~

~~Purchases will be authorized by an approved purchase order, petty cash disbursement, or purchasing card. No purchase [with the exception of a petty cash purchase] will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made with an approved purchase order. All purchases, contracts or agreements obligating ESD funds in excess of [\$—] will require prior Board approval.~~

The [~~business manager~~ Chief Financial Officer] is authorized to issue all other purchase orders, contracts or agreements without prior approval of the Board where formal bidding procedures are not required by law and when current budget appropriations are adequate to cover such obligations.

The [~~business manager~~ Chief Financial Officer] will review bills due and payable for the purchase of supplies and services to determine if they are within ~~current overall~~ budget ~~appropriations~~ authority. After review, the [~~business manager~~ Chief Financial Officer] will direct payment of the just claims against the ESD. The superintendent [and business manager] is responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this ESD shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative or a member of their household, or for any business with which the Board member, relative or member of household is associated. ~~[Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the ESD by any Board member, officer or employee of the ESD is prohibited.]~~

END OF POLICY

Legal Reference(s):

R4/28/16 | PH

ESD Purchasing – DJ

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[ORS 244.040](#)
[ORS 279A, 279B](#) and [279C](#)

[ORS 294.311](#)
[ORS 328.441](#) to -328.470

[ORS 334.125](#)
[OAR 125-055-0040](#)

Southern Oregon ESD

First Reading: October 19, 2022

Code: DJC
Adopted: 5/11/88
Orig. Code: 6500; 6501

Bidding Requirements

All District contracting shall be in accordance with Oregon statutes and regulations, and District procedures.

The Board will serve as the Local Contract Review Board (LCRB) for the ESD.

The District procedures are on file in the office of the ~~Business Manager~~Chief Financial Officer.

END OF POLICY

Legal Reference(s):

[ORS 279A, 279B](#) and [279C](#) [OAR Chapter 125](#), Divisions 246-249

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.