

**Minutes in Brief** SOUTHERN OREGON EDUCATION SERVICE DISTRICT  
BOARD OF DIRECTORS ORGANIZATIONAL MEETING  
WEDNESDAY, JULY 19, 2023

**Call to Order** The annual organizational meeting of the Southern Oregon Education Service District Board of Directors was held in the downstairs conference room of the SOESD administration office in Medford and by video/audio conference on Wednesday, July 19, 2023. Chair Converse called the meeting to order at 6:02 PM. Chair Converse read an excerpt from the SOESD’s Land Acknowledgement statement and led those attending in the Pledge of Allegiance.

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

SOESD staff members in attendance:  
Mark Angle-Hobson  
Jessica Bach  
Scott Beveridge  
Daniel Weaver

**Oath of Office** Superintendent Beveridge administered the oath of office to Robert Moore (Zone 3), Jessie Hecocta (Zone 4), and Ana Mannenbach (Zone 9).

**Election of Chair and Vice-Chair** Acting-Chair Converse opened nominations for members to serve as Chair and Vice-Chair for the 2023-2024 and 2024-2025 fiscal years.

**Election of Board Chair**

Member Moore nominated Justin Wright for the position of Board Chair.

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

Elect Justin Wright to serve as board chair for the 2023-2024 and 2024-2025 fiscal years.

**MOTION CARRIED 6-0**

**Election of Board Vice-Chair**

- Member Converse nominated Ana Mannenbach for the position of Board Vice-Chair.
- Member Valtierra-Sanchez nominated Rosie Converse for the position of Board Vice-Chair.

**THERE BEING NO FURTHER NOMINATIONS, IT WAS MOVED BY MEMBER CONVERSE, SECONDED BY MEMBER HECOCTA TO:**  
Elect Ana Mannenbach to serve as Vice-Chair for the two-year term.  
**MOTION CARRIED 6-0**

**Comments from Representatives of the Association**

No representatives from the classified or licensed associations were in attendance.

**Requests to Address Agenda Items**

There were no requests to address agenda items.

**Consent Agenda**

The consent agenda consisted of the following items:

- A. Approval of Agenda
- B. Approval of Minutes:
  - June 21, 2023 Budget Hearing
  - June 21, 2023 Regular Meeting
- C. Personnel Report

**IT WAS MOVED BY MEMBER MIDDLETON, SECONDED BY MEMBER MOORE TO:**  
Approve all items on the consent agenda.  
**MOTION CARRIED 6-0**

**Communication**

SOESD Superintendent’s Schedule of Meetings for July, August, and September 2023  
Superintendent Beveridge reviewed his schedule of meetings for the three-month period, noting that his calendar included several meetings with SOESD staff, the region’s superintendents, and ODE administrators to plan for and implement the requirements of Senate Bill 819. The statute requires notification to students and parents of new rights under the law related to instructional time.

Superintendent Beveridge reported that due to staff vacancies in Early Childhood Services (ECS), Director Peck has been assigned to Gilbert Creek ECS to provide continuity for the staff and families.

In reviewing his calendar, Mr. Beveridge also noted continued meetings to develop the SOESD Strategic Plan; Program planning meetings, including apprenticeship programs and new ways for teachers to become credentialed, and activities to fill the position of Chief Information Officer.

The SOESD All Staff Inservice will be held on Friday, August 25, 2023, at Southern Oregon University. Superintendent Beveridge encouraged board members to attend if their schedules permit.

**Administration**

- A. SOESD Organizational Structure for 2023-2024  
Superintendent Beveridge reviewed the 2023-2024 organizational chart and list of administrative staff presented for board approval. Mr. Beveridge explained that additional changes were in process and he anticipated

revisions would be presented for board approval in the months ahead. The superintendent announced that Andrea Townsend had accepted the position of School Improvement Coordinator in the Migrant Education/ELL/Indian Education/SOBAASS programs. Jack Schwartz has accepted the position of Chief Information Officer. Superintendent Beveridge provided a brief background and description of these new administrators' qualifications. As noted earlier, Susan Peck will fill the vacancy in Early Childhood Services, and a model is being developed regarding the duties of the Special Education Director. The Board can anticipate a revised organizational chart will be presented for approval reflecting the Coordinator and CIO hiring processes and plans for structural changes in Special Education..

**IT WAS MOVED BY MEMBER CONVERSE, SECONDED BY MEMBER MOORE TO:**

Approve SOESD's organizational structure and approve the new organizational chart as presented for 2023-2024.

**MOTION CARRIED 6-0**

- B. Organizational Items for 2023-2024
1. District Clerk and Deputy Clerk – The superintendent is charged by law to be named as clerk. Administration recommends that the Chief Financial Officer be named as deputy clerk.
  2. Safety Officer – Administration recommends 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 – Administration recommends that the Grants Pass Daily Courier 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. Administration recommends continuation of this practice.
  6. Authorization to Submit Grant and Contract Proposals – It is necessary to respond quickly to grant and contract opportunities. Administration requests that the Board continue to authorize the superintendent and the CFO, in the superintendent's absence, to submit proposals for grants and contracts as well as accept awards during the 2023-2024 fiscal year.
  7. Authorization to Request Contract Funds – Administration recommends 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 – Administration recommends that the Chief Human Resources Officer be named Section 504 / ADA coordinator.
  9. Attendance Officer – State law requires ESDs to name an attendance officer. Administration recommends 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 the Board's legal counsel, and Administration recommends they continue in that capacity. It is requested that the Board authorize the superintendent to seek specialized legal counsel, when deemed necessary, from Garrett Hemann Robertson law firm.

11. Auditor – Per existing contract, Administration recommends that Isler Medford LLC serves as the district’s auditor for 2023-2024.
12. Title IX Coordinator – Administration recommends that the Chief Human Resources Officer be designated as the Title IX Coordinator.
13. Authorized Depositories of Funds – Administration recommends 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 MIDDLETON, SECONDED BY MEMBER MOORE TO:**

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

**MOTION CARRIED 6-0**

- C. Regional Advisory Council (RAC) - Board Member Representation

It is required that an ESD or local school board member hold a seat on the Regional Advisory Council. The Council meets three times a year to discuss matters related to Special Education Regional Inclusive Services (RIS).

**IT WAS MOVED BY MEMBER MOORE, SECONDED BY MEMBER HECOCTA TO:**

Appoint Rosie Converse to serve as the Board’s representative on the Regional Advisory Council.

**MOTION CARRIED 6-0**

- D. Contract for Services with Belong Partners

Administration requested board approval to enter into agreements with Belong Partners (formerly Sound Discipline) not to exceed \$312,100.00 for multiple workshop series, district partnerships, coaching, and consultation provided to educators throughout the region during the 2023-2024 school year. The provision of these services was again ranked by component school districts as priority tier one services and included in the SOESD Student Success Act Comprehensive Support Plan as part of the 2023-24 Local Service Plan.

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

Approve entering into agreements with Belong Partners (Sound Discipline) at a cost not to exceed \$312,100.00.

**MOTION CARRIED 6-0**

- E. Contracts for Staffing Services

Administration requested the Board’s approval to enter into agreements for the 2023-2024 school year for staffing services as detailed in the table below. All efforts to advertise and fill these positions through the employment process have been unsuccessful.

Blazerworks	Sign Language Interpreter	5.0 FTE	\$2,250,000.00
	Teacher of Deaf and Hard of Hearing	2.0 FTE	
	Teacher of Visually Impaired	2.0 FTE	
	School Psychologist	7.0 FTE	
	Autism Consultant	0.6 FTE	
Tyler York	Teacher of Visually Impaired (with extended school-year services)	1.0 FTE	\$174,400.00

**IT WAS MOVED BY MEMBER CONVERSE, SECONDED BY MEMBER HECTOCTA TO:**

Approve entering into agreements for staffing services not to exceed the amounts presented.

**MOTION CARRIED 6-0**

F. Strategic Planning Priorities for 2023-2024

Superintendent Beveridge presented the proposed Strategic Plan for 2023-2025.

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

Adopt the 2023-2024 Strategic Plan as presented.

**MOTION CARRIED 6-0**

**Business Services**

A. 2023-2024 SOESD Resolution 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 CONVERSE TO:**

Adopt 2023-2024 SOESD Resolutions 1, 2, 3, and 4.

**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 2023-2024. 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 MOORE, SECONDED BY MEMBER MIDDLETON TO:**

Approve the recommendations of administration regarding persons authorized to sign checks during the 2023-2024 fiscal year.

**MOTION CARRIED 6-0**

C. Filing Budget Documents

CFO Weaver reported that SOESD’s 2023-2024 budget document had been filed with each of the assessors and clerks’ offices in Jackson, Josephine, and Klamath Counties.

**Miscellaneous**

A. OSBA Summer Board Conference, Salem Convention Center, August 11, 2023 (Preconference), August 12-13, 2023 (Main Conference)

B. All SOESD Staff Inservice, August 25, 2023, Southern Oregon University, 8:30 AM – 12:00 PM.

- C. SOESD Board of Directors Regular Meeting, September 20, 2023, 6:00 PM, SOESD Administration Office
- D. 2023 OSBA Annual Convention, Portland Marriott Downtown Waterfront, November 9, 2023 (Preconference), November 10-11, 2023 (Main Conference).

**Adjournment**

The organizational meeting of the SOESD Board of Directors adjourned at 7:09 PM.