

**Minutes in Brief** SOUTHERN OREGON EDUCATION SERVICE DISTRICT  
BOARD OF DIRECTORS ORGANIZATIONAL MEETING  
WEDNESDAY, JULY 17, 2024

**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 17, 2024. Chair Wright called the meeting to order at 6:14 PM. Chair Wright 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 Mary Middleton  
Jessie Hecocta Corbin Morell  
Ana Mannenbach Maud Powell  
Robert Moore  
Annie Valtierra-Sanchez  
Justin Wright

SOESD staff members in attendance:  
Mark Angle-Hobson  
Jessica Bach  
Scott Beveridge  
Ed Grassia  
Kylee Harrison  
Patty Michiels  
Daniel Weaver

**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 18, 2024 Budget Hearing  
• June 18, 2024 Regular Meeting  
• June 25, 2024 Special Meeting  
C. Personnel Report

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

Approve all items on the consent agenda.

**MOTION CARRIED 6-0**

## Communication

### SOESD Superintendent's Report

- Superintendent Beveridge thanked the board members for attending a special meeting of the board called on June 25, 2024, to close 2023-2024 fiscal year.
- Mr. Beveridge noted assisting the Human Resources office staff with a variety of year-end Human Resources processes performed to set up for the new fiscal year.
- Mr. Beveridge noted two new administrators joining SOESD, and introduced Ed Grassia, who joined the SOESD team on July 1, 2024 as the agency's Chief Information Officer (CIO). Mr. Beveridge also shared his transition of work to new Career Connected Learning Coordinator Brad Capener working to launch a new regional career center.
- Superintendent Beveridge reported on several building projects:
  - New preschool building in Grants Pass for Early Childhood Services (ECS).
  - New offices in Medford for Child Care Resource Network (CCRN)
  - Expansion of School Improvement staff in the West Main office.
  - Moving of CIS staff to new office areas in the Grape Street office.
  - Finalizing settlement with insurance for rebuilding the SOESD Phoenix campus.
- Administrators are preparing for the SOESD All Staff Inservice that will be held on Friday, August 23, 2024, at Southern Oregon University. Superintendent Beveridge encouraged board members to attend if their schedules permit.

## Administration

### A. SOESD Organizational Structure for 2024-2025

Superintendent Beveridge reviewed the 2024-2025 organizational chart and list of administrative staff presented for board approval.

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

Approve SOESD's organizational structure and approve the new organizational chart as presented for 2024-2025.

**MOTION CARRIED 6-0**

### B. Organizational Items for 2024-2025

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 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. 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 CFO, in the

superintendent's absence, to submit proposals for grants and contracts as well as accept awards during the 2024-2025 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 – It is requested that you authorize the superintendent to seek specialized legal counsel, when deemed necessary, from the Hungerford Law Firm.
11. Auditor – Per existing contract, we recommend that Isler Medford LLC serves as the district's auditor for 2024-2025.
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 CONVERSE, SECONDED BY MEMBER VALTIERRA-SANCHEZ TO:**

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

**MOTION CARRIED 6-0**

C. ORS 190 Agreement of the OAESD

The ORS 190 Agreement is a legal agreement for operational structures for OAESD and its members. It enables the OAESD to be recognized governmentally and for liability protections. Superintendent Beveridge provided background on the structure of ESDs across Oregon. He explained how the association is insured and how it operates, manages budgets, dues, conferences, and contracts from ODE and other entities. Member Valtierra-Sanchez noted that she serves on the OAESD Governance Council, and she described the benefits of being a member of OAESD.

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

Approve the ORS 190 Agreement of the OAESD.

**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 \$213,250.00 for multiple workshop series, district partnerships, coaching, teacher supports, and consultation provided to educators throughout the region during the 2024-2025 school year. These services continue to be requested by component districts and were in the SOESD Student Success Act Comprehensive Support Plan as part of the 2024-25 Local Service Plan approved by the board and component districts.

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

Approve entering into agreements with Belong Partners at a cost not to exceed \$213,250.00.

**MOTION CARRIED 5-0**

*Member Mannenbach was not present at the time of the vote.*

- E. Contracts for Staffing Services  
Administration requested the Board’s approval to enter into agreements for the 2024-2025 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 School Psychologist Autism Consultant	2.0 FTE 7.0 FTE 0.6 FTE	\$1,750,000.00
Epic Special Education Staffing	Virtual School Psychologist Occupational Therapist	1.0 FTE 0.3 FTE	\$195,000.00
PNW Professionals	Speech-Language Pathologist	1.0 FTE	\$149,920.00
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 VALTIERRA-SANCHEZ TO:**

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

**MOTION CARRIED 6-0**

**Business Services**

- A. 2024-2025 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 VALTIERRA-SANCHEZ, SECONDED BY MEMBER HECOCTA TO:**  
Adopt 2024-2025 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 2024-2025. 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 CONVERSE, SECONDED BY MEMBER MANNENBACH TO:**

Approve the recommendations of administration regarding persons authorized to sign checks during the 2024-2025 fiscal year.

**MOTION CARRIED 6-0**

- C. Filing Budget Documents  
CFO Weaver reported that SOESD's 2024-2025 budget document had been filed with each of the assessors and clerks' offices in Jackson, Josephine, and Klamath Counties.
- D. PACE Insurance / SOESD Phoenix Campus Reconstruction  
Superintendent Beveridge and CFO Weaver provided an update on discussions with PACE regarding insurance settlement and reconstruction of the SOESD Phoenix Campus that was destroyed in the Alameda Wildfire on September 8, 2020. Mr. Beveridge and CFO Weaver, along with SOESD's legal counsel, met on July 12, 2024 in Salem with staff members and the attorney for Special Districts Association of Oregon (SDAO). The meeting did not result in resolution, but progress was made. The PACE Trust Board will meet in executive session within the next two weeks to discuss and authorize a settlement amount. A response is anticipated soon after the PACE Trust Board meets.

**Executive Session** At 7:07 PM, Chair Wright announced the board would convene in executive session, pursuant to ORS 192.660(2)(i) to review and evaluate the performance of the superintendent.

**Open Session** At 8:19 PM, Chair Wright reconvened the board into open session.

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

Accept the board's evaluation of the superintendent as presented.

**MOTION CARRIED: 6-0**

Chair Wright will meet with Superintendent Beveridge on July 18, 2024, at 1:30 PM to review the board's evaluation with him.

- Miscellaneous**
- A. OSBA Summer Board Conference, Salem Convention Center, August 9, 2024 (Preconference), August 10-11, 2024 (Main Conference)
  - B. All SOESD Staff Inservice, August 23, 2024, Southern Oregon University, 8:30 AM – 12:00 PM.
  - C. SOESD Board of Directors Regular Meeting, September 18, 2024, 6:00 PM, SOESD Administration Office

D. 2024 OSBA Annual Convention, Portland Marriott Downtown Waterfront, November 7, 2024 (Preconference), November 8-9, 2024 (Main Conference).

**Adjournment**

The organizational meeting of the SOESD Board of Directors adjourned at 8:25 PM.