

AGENDA

Southern Oregon Education Service District BOARD OF DIRECTORS ORGANIZATIONAL MEETING

6:00 PM – Wednesday, July 16, 2025
SOESD Administration Office
101 North Grape Street, Medford OR 97501

TO ATTEND VIRTUALLY:

Join by computer:

<https://soesd.zoom.us/j/9194814515>

Join by phone: +1 669 900 6833

Meeting ID: 919 4814 5151



1. Preliminary

- A. Call to Order/Roll Call
- B. Oath of Office
- C. Election of Chair and Vice Chair
- D. Land Acknowledgment
- E. Pledge of Allegiance
- F. Comments from Representatives of the Associations
- G. *Requests to Address Agenda Items

2. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes
- C. Personnel Report

3. Communications

- A. Dawn Watson, OSBA Board Vice-President
- B. SOESD Superintendent's Report

4. Administration

- A. Approval of Assistant Superintendent Job Description
- B. Approval of Licensed Administrator Salary Scale
- C. SOESD Organizational Structure for 2025 – 2026
- D. Organizational Items for 2025 – 2026
- E. Studer Education Presentation - Vice President of Leader Coaching, Dr. Casey Blochowiak
- F. Conditions of Employment: Confidential Employees and Non-Licensed Administrators
- G. Conditions of Employment: Licensed Administrators
- H. Contract for Services with Scholastic
- I. Contract for Services with Playworks
- J. Contract for Services for Laura Miltenberger

5. Business Affairs

- A. 2025 - 2026 SOESD Resolutions 1, 2, 3, and 4
- B. Authorization for Staff to Sign Checks
- C. Filing Budget Documents

6. Miscellaneous

- A. OSBA Summer Board Conference, August 9-11, 2025, Salem, Oregon
- B. SOESD Board Retreat, August 18, 2025, Running Y Resort, Klamath Falls
- C. SOESD Back to School Celebration, August 22, 2025, Southern Oregon University, 8:30 AM
- D. Next Regular Meeting: September 17, 2025, 6:00 PM, SOESD Administration Office
- E. 2025 OSBA Annual Convention, Portland Marriott Downtown Waterfront, November 6 - 8, 2025

9. Adjournment

*Members of the community will have opportunity to provide public comment regarding a specific agenda topic during the preliminary portion of the meeting. If you wish to speak to a specific agenda item, complete the request form provided at this link by 12:00 noon on Wednesday, July 16, 2025: <https://forms.gle/7uAUv2NUkK1sqc7z8>

The meeting location is accessible to persons with disabilities. In accordance with the ADA, requests for accommodations should be made at least 48 hours before the meeting to: Liz Littleton, Southern Oregon ESD, 101 North Grape Street, Medford OR 97501 Phone: 541-776-8590 ext. 1116 Email: liz_littleton@soesd.k12.or.us

ANNOTATED AGENDA
Southern Oregon Education Service District
Board of Directors Organizational Meeting
SOESD Administration Office | 101 North Grape Street | Medford, Oregon
6:00 PM – Wednesday, July 16, 2025

1. Preliminary

- A. Call to Order/Roll Call
- B. Oath of Office
Superintendent Angle-Hobson will administer the oath of office for elected board members:
 - Brian Clark – Zone 1
 - Rhonda Lawrence – Zone 2
 - Ariel Bloomer – Zone 5
 - Rebecca Mueller – Zone 6
 - Richard Owens – Zone 7
 - Mary Barton - Zone 8

I, _____, do solemnly affirm that I will support the constitutions and the laws of the United States and the State of Oregon. I will support Southern Oregon ESD board and boundary board policies, regulations, and procedures, and will faithfully and honorably perform the duty of board member of the Southern Oregon Education Service District to which I have been elected.
- C. Election of Chair and Vice Chair
Acting-Chair Mannenbach will open nominations to serve as Chair and Vice-Chair for the 2025 – 2026 and 2026 – 2027 fiscal years.
- D. Land Acknowledgment
Southern Oregon Education Service District and the areas in which we serve is located within the ancestral homelands of the Shasta, Takelma, Latgawa, Klamath, Modoc, and the Yahooskin-Paiute peoples who lived here since time immemorial. The full text of the land acknowledgement can be read on the SOESD website at this link:
<https://www.soesd.k12.or.us/equity/>
- E. Pledge of Allegiance
- F. Comments from Representatives of the Associations
- G. *Requests to Address Agenda Items

2. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes:
 - Budget Hearing, June 18, 2025 (Page 7)
 - Regular Meeting, June 18, 2025 (Pages 8 – 12)
- C. Personnel Report
Administration recommends offers of employment contracts for the 2025-2026 academic year to:
 - Wendy Anderson - Early Intervention Specialist I
 - Carolyn Bean – Teacher, Special Education
 - Allison Bingaman – Autism Spectrum Disorder Consultant
 - Aaron Cook – School Improvement Coordinator
 - Cynthia Eiynek – Occupational Therapist
 - Jennifer Johnson – Early Intervention Specialist I
 - Ami Kesterson – Teacher, Southern Oregon Career Center

- Carolyn Maloney, Teacher, Special Education
- Abigail Prawtz – Audiologist

Administration is pleased to inform the board that Tom Bigboy has been hired as Chief Information Officer.

PROPOSED ACTION: MOVE TO APPROVE ALL ITEMS ON THE CONSENT AGENDA AS PRESENTED.

3. Communications

- A. Dawn Watson, OSBA Vice-President
Dawn Watson will provide information about her role as OSBA's Board Vice-President and share resources available to board members.
- B. SOESD Superintendent's Report

4. Administration

- A. Approval of Assistant Superintendent Job Description
Superintendent Angle-Hobson will review the Assistant Superintendent Job Description. The proposed job description is provided as a separate email attachment for your review prior to the meeting.
PROPOSED ACTION: MOVE TO APPROVE THE ASSISTANT SUPERINTENDENT JOB DESCRIPTION AS PRESENTED.
- B. Approval of Licensed Administrator Salary Scale
Chief Human Resources Officer, Ryan Swearingen will review the proposed additions to the Licensed Administrator Salary Scale. The proposed Administrator Salary Scale is provided as a separate email attachment for your review prior to the meeting.
PROPOSED ACTION: MOVE TO APPROVE THE LICENSED ADMINISTRATOR SALARY SCALE AS PRESENTED.
- C. SOESD Organizational Structure for 2025 – 2026
Superintendent Mark Angle-Hobson will share the current and proposed organizational charts and list of administrative staff. The current and proposed organizational charts are provided as separate email attachments for your review prior to the meeting.
PROPOSED ACTION: MOVE TO APPROVE SOESD'S ORGANIZATIONAL STRUCTURE AND APPROVE THE NEW ORGANIZATIONAL CHART PRESENTED FOR 2025 – 2026.
- D. Organizational Items for 2025 - 2026– The superintendent and Acting CFO will address 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 Acting Chief Financial Officer be named as deputy clerk.
 2. Safety Officer – We recommend that the Board appoint the Acting 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 Acting CFO, in the superintendent's absence, to submit proposals for grants and contracts as well as accept awards during the 2025 - 2026 fiscal year.

7. Authorization to Request Contract Funds – We recommend that the Board continue its practice of authorizing the signatures of the superintendent or Acting 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 2025 – 2026.
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.

PROPOSED ACTION: MOVE TO ACCEPT ADMINISTRATION’S RECOMMENDATIONS AS PRESENTED FOR ORGANIZATIONAL ITEMS 1 THROUGH 16.

- E. Studer Education Presentation - VP of Leader Coaching, Dr. Casey Blochowiak.
The agency is excited to enter into partnership with Studer Education. Dr. Casey Blochowiak, Vice President of Leader Coaching, will share how Studer Education will help as SOESD revisits its mission, vision, core values, and strategic priorities. Studer Education will support SOESD in meeting its goal of providing the best services possible for our constituent districts and partners.
- F. Conditions of Employment: Confidential Employees and Non-Licensed Administrators
CHRO Ryan Swearingen will review proposed changes to the Confidential Employees and Non-Licensed Administrators Conditions of Employment. The Confidential Employees and Non-Licensed Administrators Conditions of Employment is provided as a separate email attachment for your review prior to the meeting.

PROPOSED ACTION: MOVE TO APPROVE THE CONDITIONS OF EMPLOYMENT FOR CONFIDENTIAL EMPLOYEES AND NON-LICENSED ADMINISTRATORS AS PRESENTED .

- G. Conditions of Employment: CHRO Ryan Swearingen will review proposed changes to the Licensed Administrator Conditions of Employment. The Licensed Administrator Conditions of Employment is provided as separate email attachments for your review prior to the meeting.
PROPOSED ACTION: MOVE TO APPROVE THE CONDITIONS OF EMPLOYMENT FOR LICENSED ADMINISTRATORS AS PRESENTED.
- H. Contract for Services with Scholastic
Administration requests approval to enter into an agreement with Scholastic for the 2025 – 2026 fiscal year not to exceed \$150,00.00. Scholastic’s onsite professional learning and coaching support provides district and school administrators, teachers, and instructional assistants expert implementation support and professional development services to help with instructional strategies and sustain improvement. Scholastic’s Family and Community Engagement programs and resources are designed to provide educators, families, and

community leaders the research-based solutions they need to help all children succeed inside and outside of the classroom. The onsite coaching supports reframing family engagement as an instructional strategy. These services continue to be requested by component districts and were in the SOESD Student Success Act Comprehensive Support Plan as part of the 2025-26 Local Service Plan approved by the Board and component districts.

PROPOSED MOTION: MOVE TO APPROVE ENTERING INTO AGREEMENT WITH SCHOLASTIC AT A COST NOT TO EXCEED \$150,00.00.

I. Contract for Services with Playworks

Administration requests approval to enter into an agreement with Playworks for the 2025 – 2026 fiscal year not to exceed \$160,000.00. Playworks supports schools in our region with professional learning to reimagine their recess processes and procedures. Through the professional learning provided to recess staff, students acquire conflict resolution strategies to work out disagreements and differences and develop a sense of fairness and confidence. By using these strategies, students are more engaged during recess and more likely to participate in class. These services continue to be requested by component districts and were in the SOESD Student Success Act Comprehensive Support Plan as part of the 2025-26 Local Service Plan approved by the Board and component districts.

PROPOSED MOTION: MOVE TO APPROVE ENTERING INTO AGREEMENT WITH PLAYWORKS AT A COST NOT TO EXCEED \$160,00.00.

J. Contract for Services with Laura Miltenberger

Administration requests approval to enter into an agreement with Laura Miltenberger for the 2025 – 2026 fiscal year not to exceed \$145,000.00. Laura Miltenberger supports district and school administrators and teachers throughout the region in strengthening systems and building capacity for equitable system design. The onsite and virtual coaching she provides strengthens current systems and builds capacity for sustainable Equity-based MTSS implementation. Laura provides professional learning that leads to close examination of current systems and practices and requires schools and districts to collect and analyze multiple sources of data through a lens of equity. Laura's coaching supports districts and schools in using data to illuminate ingrained practices that result in teaching and learning inequities. Through her support, administrators and teachers can learn to use data to inform restorative, equitable decision making. This decision-making process can lead to an equitable educational ecosystem design where each and every student thrives. These services continue to be requested by component districts and were in the SOESD Student Success Act Comprehensive Support Plan as part of the 2025-26 Local Service Plan approved by the Board and component districts.

PROPOSED MOTION: MOVE TO APPROVE ENTERING INTO AGREEMENT WITH LAURA MILTENBERGER AT A COST NOT TO EXCEED \$145,000.00.

5. Business Affairs

A. 2025 - 2026 SOESD Resolutions 1, 2, 3 and 4

These resolutions are attached and will be reviewed with you during the meeting. (Pages 7 - 10)

PROPOSED ACTION: MOVE TO ADOPT 2025 - 2026 SOESD RESOLUTIONS 1, 2, 3 AND 4.

B. Authorization for Staff to Sign Checks

We recommend that you approve the following individuals to sign checks during fiscal year 2025-2026: Mark Angle-Hobson, Jeanetta Woodside, and Liz Littleton. As a reminder, the ESD continues to use a facsimile signature for its accounts payable and payroll check runs. Superintendent Angle-Hobson's signature will appear on that facsimile.

PROPOSED ACTION: MOVE TO APPROVE THE RECOMMENDATIONS OF ADMINISTRATION REGARDING PERSONS AUTHORIZED TO SIGN CHECKS DURING FISCAL YEAR 2025 – 2026.

C. Filing Budget Documents

SOESD's 2025 – 2026 budget document has been filed with each of the assessors and clerks' offices in Jackson, Josephine, and Klamath Counties.

8. Miscellaneous

- A. OSBA Summer Board Conference, August 9-11, 2025, Salem, Oregon
- B. SOESD Board Retreat, August 18, 2025, Running Y Resort in Klamath Falls
- C. SOESD Back to School Celebration, August 22, 2025, Southern Oregon University, 8:30 AM
- D. Next Regular Meeting: September 17, 2025, 6:00 PM, SOESD Administration Office
- E. 2025 OSBA Annual Convention, Portland Marriott Downtown Waterfront, November 6 - 8, 2025

9. Adjournment

Minutes in Brief

SOUTHERN OREGON EDUCATION SERVICE DISTRICT
BUDGET HEARING OF THE BOARD OF DIRECTORS
WEDNESDAY, JUNE 18, 2025

Call to Order

A budget hearing of the Southern Oregon Education Service District Board of Directors was held on Wednesday, June 18, 2025 at the SOESD's administration office in Medford, Oregon. Chair Wright called the meeting to order at 6:04 PM.

Attendance**Board members in attendance:**

Member Mannenbach
Member Middleton
Member Moore
Member Valtierra-Sanchez
Member Wright

Board members absent:

Member Converse
Member Hecocta
Member Morell
Member Powell

SOESD staff members and guests in attendance:

Mark Angle-Hobson	Kylee Harrison
Mary Barton	Liz Littleton
Scott Beveridge	Ryan Swearingen
Ariel Bloomer	Amy Szeliga
Brian Clark	Jeanetta Woodside
Stephanie Cossey	

Update on Approved Budget

District Controller Jeanetta Woodside requested the Board adopt the budget with minor revisions from the May approved version, reflecting a net increase of \$116,954. The adjustments were based on component district requests, including expanded Student Behavioral Health and Wellness services and additional students in the STEPS classroom, requiring increased staffing and general fund updates.

Comments from The Public

Mary Barton inquired about which schools experienced increased enrollment and services. Kylee Harrison, Student Services Director, noted that Medford School District and Grants Pass School District had requested additional Behavioral Health & Wellness services.

Ms. Barton also asked if the increased spending was taken from apportionment funds and what apportionment is typically used for. Superintendent Beveridge explained that, by statute, 90% of state funding must be directed to districts, either through services or direct cash in lieu of services. The funds referenced represent apportionment dollars not used for services, which are returned to districts as cash. The current budget shifts some of that cash into staffing costs to deliver services instead.

Adjournment

Chair Wright adjourned the budget hearing at 6:11 PM.

Minutes in Brief**SOUTHERN OREGON EDUCATION SERVICE DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
WEDNESDAY, JUNE 18, 2025****Call to Order**

A regular meeting of the Southern Oregon Education Service District Board of Directors was held on Wednesday, June 18, 2025 at the SOESD's administration office in Medford, Oregon. Chair Wright called the meeting to order at 6:11 PM.

Attendance**Board members in attendance:**

Member Mannenbach
Member Middleton
Member Moore
Member Valtierra-Sanchez
Member Wright

Board members absent:

Member Converse
Member Hecocta
Member Morell
Member Powell

SOESD staff members and guests in attendance:

Mark Angle-Hobson	Kylee Harrison
Mary Barton	Liz Littleton
Scott Beveridge	Ryan Swearingen
Ariel Bloomer	Amy Szeliga
Brian Clark	Jeanetta Woodside
Stephanie Cossey	

Recognition of Board Members and Superintendent

Superintendent Beveridge expressed appreciation to all SOESD Board members for their support of staff, students, and the community. He acknowledged that three members, Jessie Hecocta (serving since October 2020), Ana Mannenbach (since July 2019 and current Vice Chair), and Robert "Bob" Moore (since July 2019), will continue into the new year. He welcomed incoming members Mary Barton, Brian Clark, and Ariel Bloomer who were in attendance and will officially begin their service in July. Mr. Beveridge recognized the six departing members: Rosie Converse (Zone 5, serving since 2017 and former Chair); Mary Middleton (Zone 1, since 2018 and former Vice Chair); Corbin Morell (Zone 6, since 2021); Maud Powell (Zone 7, since 2017 and member of the OAESD Legislative Committee); Annie Valtierra-Sanchez (since 2017, former Chair, and member of the OAESD Governance Committee); and Justin Wright (Zone 2, since 2019 and current Chair). Mr. Beveridge reflected on each retiring member's contributions and presented commemorative plaques and tokens of appreciation. He offered special thanks to Chair Wright for his leadership during the recent superintendent search and shared his personal gratitude for the board's commitment to student success.

Chair Wright expressed appreciation for Superintendent Scott Beveridge's contributions and leadership for over 30 years of service to Southern Oregon ESD, beginning as a Staff Development Technology Specialist and culminating in nearly a decade as Superintendent—making him one of Oregon's longest-

serving in that role. Chair Wright shared reflections gathered from past and present colleagues, highlighting Superintendent Beveridge's leadership during organizational restructuring in the mid-2010s, which preserved dozens of jobs, and his instrumental role in strengthening the LSP to better serve regional districts. He was commended for his presence across the region, especially in remote areas like the Klamath Basin, and for his leadership during major challenges, including the COVID-19 pandemic and the Alameda Fire. Under his guidance, the Phoenix campus rebuild is now underway. His legacy includes a strong foundation for SOESD's future through strategic planning and a deep commitment to students and families. Chair Wright expressed sincere gratitude on behalf of the Board and community.

**Comments from
Representatives of the
Associations**

Licensed Association President Amy Szeliga thanked outgoing Board members and offered well wishes to Superintendent Beveridge. She reported a collaborative June 5th bargaining session, with appreciation to Vice Chair Mannenbach for attending, and noted upcoming sessions on July 10th and 17th. Ms. Szeliga emphasized the need for competitive compensation and working conditions. She closed by recognizing Pride Month and expressing continued support for students, families, educators, and allies.

**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:
 - May 14, 2025 Budget Committee Meeting
 - May 16, 2025 Special Board Meeting
 - May 27, 2025 Regular Meeting
- C. Personnel Report
- D. Financial Report

IT WAS MOVED BY MEMBER MIDDLETON, SECONDED BY MEMBER VALTIERRA-SANCHEZ TO: Approve the consent agenda as presented.
MOTION CARRIED: 5 – 0

Communications

Superintendent's Report

Bargaining Superintendent Beveridge reported on his final sessions with the licensed association, which included a review of health care costs and a formal bargaining session. He expressed appreciation to Vice Chair Mannenbach for attending and also noted continued efforts related to compensation proposals and job description reviews for the classified association. Additional bargaining sessions are scheduled with both associations in July.

Legislative Process Information has been provided on the legislative process throughout the legislative session, further outcomes will be discussed later in the meeting.

LSP Processes – End of Year Meetings with local districts regarding 2025–26 service selections have concluded. Final confirmation by superintendents is

expected next week, setting the foundation for the leadership transition to Mark Angle-Hobson who will attend the final superintendents' meeting for transition planning.

End of Year Fiscal Processes June is the busiest time of the year for the business office. They have been working to finalize expenditures and calculating actual expenses to true up the Local Service Plan process and Cash in Lieu of Service funding for districts. Tremendous gratitude was extended to Controller Woodside, the business office team, as well as the administrative assistants and administrative staff for all their work during this time.

Staff and Students Year-end celebrations were held across the various counties and included the annual Graduation Sensation in Klamath Falls. Planning is underway for the opening of a Career Center and Recovery High School. Teacher and Principal Job descriptions were included in the Board of Directors packet; additional context will be shared by Director Harrison later in the agenda.

Legislative Update The budget was built on an anticipated \$11.4 billion dollar State School Fund with unknowns around certain grants including Early Intervention / Early Childhood Special Education and our Regional Inclusive Services programs. The ODE grant-in-aid budget bill, [Senate Bill 5515](#), passed out of the Ways and Means Education Subcommittee. It appears the 17% cut to ESD technical assistance grants has been mostly restored. Some programs may face significant reductions or eliminations, including Grow Your Own that funds two positions at SOESD. More will be known once the final figures are available at the close of the legislative session.

Administration

A. Appointment of Acting Chief Financial Officer

IT WAS MOVED BY MEMBER VALTIERRA- SANCHEZ TO APPOINT JEANETTA WOODSIDE AS ACTING CFO, SECONDED BY MEMBER MIDDLETON.

MOTION CARRIED 5 – 0

B. Appointment of Deputy Clerk

IT WAS MOVED BY MEMBER MIDDLETON TO APPOINT JEANETTA WOODSIDE AS DEPUTY CLERK, SECONDED BY MEMBER VALTIERRA-SANCEZ.

MOTION CARRIED 5 – 0

C. Recovery High School

Director Kylee Harrison reported that Southern Oregon ESD's application for a state-funded recovery school was the sole approval in this cycle. Program Manager Sandy Stack and community partners were credited for their strong collaboration and commitment to supporting students in recovery from substance use disorders. The school is scheduled to open in January 2026, with hiring underway for a principal. Superintendent Beveridge was thanked for his consistent support and trust in the vision. Additionally, funding has been secured to pilot brief intervention treatment services on component district campuses for the 2025–26 school year.

D. Job Descriptions

- i. Principal
- ii. Teacher

IT WAS MOVED BY MEMBER MANNENBACH TO APPROVE THE JOB DESCRIPTIONS AS PRESENTED, SECONDED BY MEMBER VALTIERRA-SANCHEZ.

MOTION PASSED 5 – 0

- E. Contract for Services with YouScience

IT WAS MOVED BY MEMBER MIDDLETON TO ENTER INTO AND AGREEMENT WITH YOUSCIENCE NOT TO EXCEED \$141,000, SECONDED BY MEMBER VALTIERRA-SANCHEZ

MOTION PASSED 5 – 0

- F. Contract for Services with Belong Partners

IT WAS MOVED BY MEMBER VALTIERRA-SANCHEZ TO ENTER INTO AN AGREEMENT WITH BELONG PARTNERS NOT TO EXCEED \$195,000, SECONDED BY MEMBER MANNENBACH

MOTION PASSED 5 – 0

- G. Legislative Update

Superintendent Beveridge shared updates from the legislative session. Assumptions in forming SOESD's 2025-26 budget appeared correct that the State School Fund would be approximately \$11.4 Billion. Depending on federal funding, SB 5515 appeared to provide mostly level state funding for EI/ECSE and RIS, and the prior forecasted approximately 17% cut for SSA technical assistance grants to ESDs appeared to be mostly restored.

Member Valtierra-Sanchez noted she had heard from the Racial Justice Council that funding for Student Success Plans and Grow Your Own had been cut roughly in half. Director Angle-Hobson indicated he learned today at the COSA conference that Student Success Plan funding that previously supported SOESD's BAASS plan grant and SOESD's current LGBTQ2SIA+ plan grant were expected to be reduced. Mr. Beveridge noted a recently published document showed funding for individual plans being zeroed out, and Director Angle-Hobson indicated recent news was that the individual allocations were now combined into one funding stream and reduced 50%, with unknown redistribution among the various Student Success Plans.

Business Services

- A. Line of Credit with First Interstate Bank

IT WAS MOVED BY MEMBER VALTIERRA-SANCHEZ TO AUTHORIZE ADMINISTRATION TO SET UP A LINE OF CREDIT WITH FIRST INTERSTATE BANK NOT TO EXCEED \$1.0 MILLION, SECONDED BY MEMBER MOORE
MOTION PASSED 5 – 0

- B. Resolution 10 – Adopt, appropriate, and set tax rate

IT WAS MOVED BY MEMBER MIDDLETON TO APPROVE 2025-2026 SOESD RESOLUTION #10, SECONDED BY MEMBER VALTIERRA-SANCHEZ
MOTION PASSED 5 – 0

- C. SOESD Phoenix Campus Reconstruction Update

Director Angle-Hobson reported the project remained on schedule and on budget, continuing to show positive progress month after month. The detailed report from HMK was included in the board packet. Director

Angle-Hobson also noted that non-returning board members would receive invitations to the ribbon-cutting ceremony. Their contributions, along with the support of Superintendent Beveridge and former CFO Dan Weaver, has been instrumental, and he looks forward to celebrating the opening of the new facility with all who helped make it possible.

Miscellaneous

- A. SOESD Board of Directors Organizational Meeting: July 16, 2025, 6:00 PM, SOESD Administration Office, 101 North Grape Street, Medford, Oregon
- B. OSBA Summer Board Conference, August 8-10, 2025, Salem Convention Center

Adjournment

Chair Wright adjourned the meeting of the Southern Oregon ESD Board of Directors at 7:14 PM.

**2025 - 2026 Southern Oregon ESD
RESOLUTION #1**

July 16, 2025

Recitals:

1. Southern Oregon Education Service District, being a body corporate, is charged to perform all duties required by law, and
2. It is empowered to enter into contracts to fulfill such duties, including, but not limited to, the following:
 - a) Conduct of audits
 - b) Employment of personnel and contracting for services
 - c) Purchase or lease of land, buildings, and facilities
 - d) Purchase or lease of personal property and relocatable structures
3. It is determined by the Board of Directors that to facilitate operation, it is desirable to delegate to the superintendent-clerk and the business manager-deputy clerk the authority to enter into contracts on behalf of the district, subject to the limitations hereafter set out.

It is resolved as follows:

That for the period July 1, 2025, to and including June 30, 2026, unless amended or revoked by the Board, the superintendent-clerk and the business manager-deputy clerk are empowered and authorized to award bids and to enter into public contracts as defined by ORS 279 on behalf of the district without prior Board approval provided:

- a) The total contracted amount does not exceed \$100,000.00. (This limitation is not applicable to cooperative purchasing agreements and intergovernmental agreements.)
- b) All applicable requirements of Chapter 279, Oregon Revised Statutes, relating to public contracts and purchasing, and all Board policy requirements are fulfilled.
- c) The items purchased or services contracted are identified or identifiable and authorized by the adopted district budget.
- d) The bonds required to be furnished by the superintendent-clerk and business manager-deputy clerk are in full force and effect.

Chair, Southern Oregon ESD Board of Directors

Mark Angle-Hobson, Superintendent-Clerk

**2025 - 2026 Southern Oregon ESD
RESOLUTION #2**

July 16, 2025

BE IT RESOLVED by the Board of Directors of the Southern Oregon Education Service District that for the 2025 - 2026 fiscal year the office of the treasurer in each of the following counties: Jackson, Josephine, and Klamath, be designated the depository of funds and be authorized to transfer monies to the Local Government Investment Pool. The limitation of these investments shall be those imposed by the Oregon Revised Statutes.

Chair, Southern Oregon ESD Board of Directors

Mark Angle-Hobson, Superintendent-Clerk

**2025 - 2026 Southern Oregon ESD
RESOLUTION #3**

July 16, 2025

BE IT RESOLVED by the Board of Directors of the Southern Oregon Education Service District that the clerk and-or deputy clerk are hereby authorized to make payments in a timely manner of all obligations entered into by the district, in accordance with the budget as adopted and approved by the Board of Directors for the 2025 - 2026 fiscal year.

Chair, Southern Oregon ESD Board of Directors

Mark Angle-Hobson, Superintendent-Clerk

**2025 - 2026 Southern Oregon ESD
RESOLUTION #4**

July 16, 2025

BE IT RESOLVED by the Board of Directors of the Southern Oregon Education Service District that interfund loans are hereby authorized and approved, pursuant to ORS 294.460 for the 2025 - 2026 fiscal year.

Purpose: Due to the timing of receipts, many grants will not disburse remaining funds until final reports are processed. This timing problem creates the need to allow interfund loans in order to fully expend the grant.

Intent of Repayment: Interfund loans of this type will be repaid within the current year once the district receives the balance of grant funds.

Chair, Southern Oregon ESD Board of Directors

Mark Angle-Hobson, Superintendent-Clerk

JOB DESCRIPTION

Job Title: Assistant Superintendent (Confidential)
Immediate Supervisor: Superintendent
Length of Position: 260 days
Salary: Per Licensed Administrator Salary Schedule
FLSA Status: Exempt

POSITION GOAL

The Assistant Superintendent serves as a key executive leadership team member, supporting the Superintendent in the overall administration of the Education Service District. This role provides strategic leadership and operational oversight of programs and services aligned with the ESD's mission to support component school districts, improve student outcomes, and ensure equitable access to services. The Assistant Superintendent acts on behalf of the Superintendent as assigned and ensures effective implementation of educational initiatives, personnel practices, and interagency collaborations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees in this position perform some or all of the following tasks. Other duties may be assigned. Essential duties of this position include:

1. Collaborate with the Superintendent to develop and execute the ESD's strategic and operational goals.
2. Supervise and evaluate assigned administrative staff, ensuring adherence to district policies, Oregon laws, and best practices.
3. Develop, support, and implement effective data systems to improve student outcomes and agency operations
4. Oversee selected instructional and support programs, including but not limited to special education, school improvement, technology integration, and early learning.
5. Lead development and monitoring of Local Service Plans in alignment with component district needs.
6. Coordinate interagency and cross-departmental initiatives to improve service delivery and student achievement.
7. Assist the Superintendent in the general administration of Board Policy, Administrative Rules and Regulations by:
 - i. Drafting new and/or revised policies, rules, and regulations as required.
 - ii. Advising the Superintendent regarding the interpretation, implementation and administration of Board policy, Administrative Rules and Regulations as requested.
8. Represent the district in local, statewide and other partnerships to support agency goals.
9. Serve as a liaison to school districts, community partners, and state agencies; represent the ESD at public events, professional conferences, and stakeholder meetings.
10. Provide leadership in program compliance with IDEA, ESSA, ORS, OARs, and other applicable state/federal education laws.
11. Assist with contract negotiations and labor relations in collaboration with the Superintendent and HR Department.
12. Participate in policy development, budget planning, grant management, and legislative advocacy.

13. Act on behalf of the Superintendent as assigned.
 14. Establish and maintain cooperative work relationships with SOESD employees, local education agency representatives, and others contacted during the course of the workday.
 15. Follow established SOESD policies and procedures.
 16. Perform physical requirements unaided or with the assistance of reasonable accommodations (see below).
 17. Perform other job-related duties as assigned by the supervisor.
-

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

1. Master's Degree in Education, Educational Leadership, or a related field.
2. Valid Oregon Administrative License
3. Minimum of five (5) years of successful experience in educational administration, preferably at the district or regional level.

Any equivalent combination of experience, certification, and training/education, deemed by the district, which provides the knowledge, skills, and abilities necessary to perform the essential functions of this job may be used as an alternative to this prerequisite.

Approved by: Mark Angelo Hobson Date: 7/11/2025
Revised Date: _____

Physical Requirements

The following physical requirements are essential functions of this position:

		None	1-4 Hrs./Day	4-6 Hrs./Day	6-8 Hrs./Day
1.	Stand/Walk		X		
2.	Sit			X	
3.	Drive		X		

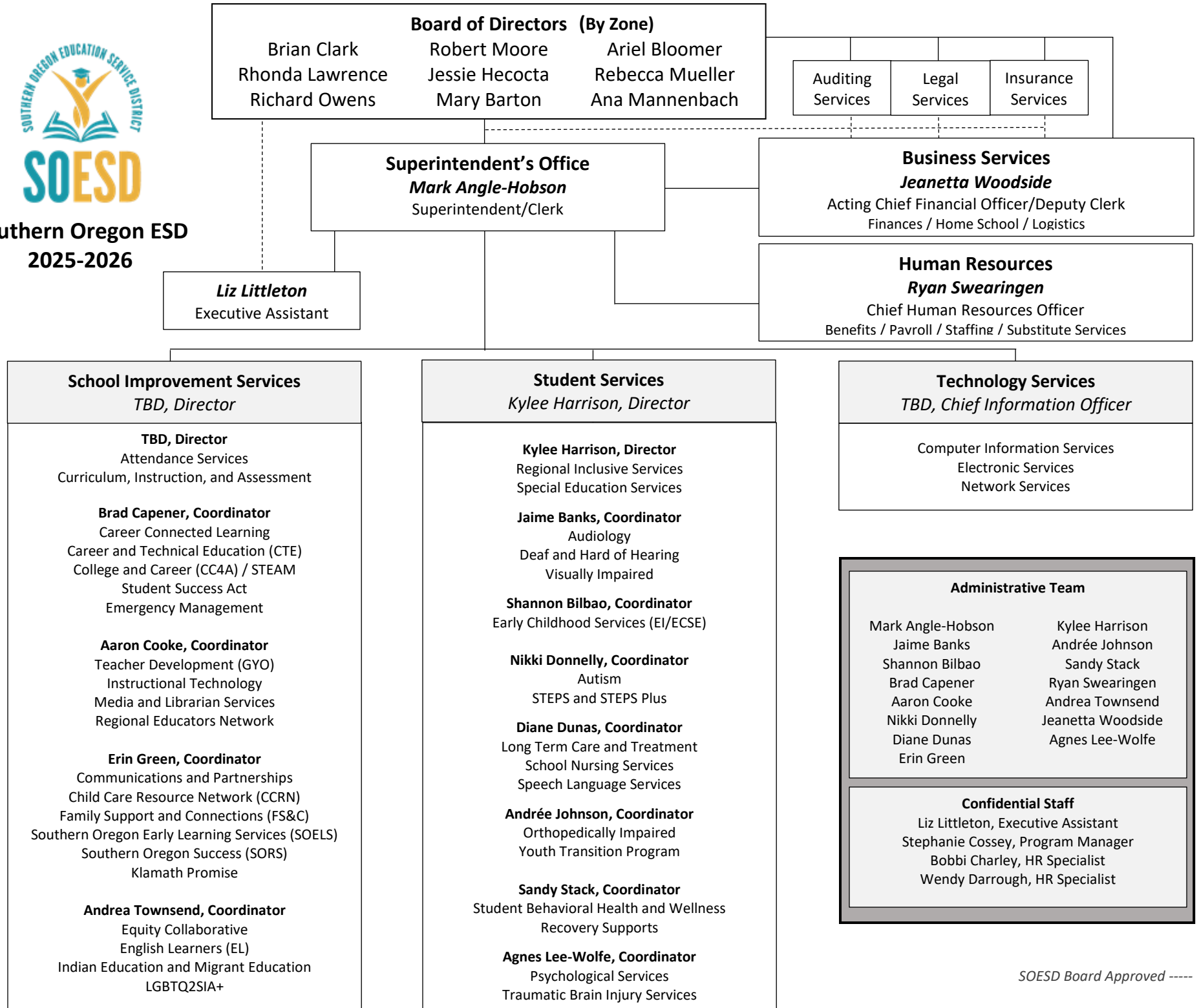
		Frequently	Occasionally	Limited	Not at All
4.	Bending		X		
5.	Squat			X	
6.	Climb Stairs		X		
7.	Single Grasping		X		
8.	Pushing			X	
9.	Pulling			X	
10.	Fine Manipulation	X			
11.	Repetitive Foot Control		X		
12.	Lifting (less than 25 lbs.)		X		
13.	Lifting (25-50 lbs.)		X		
14.	Lifting (50-75 lbs.)			X	
15.	Lifting (75-100 lbs.)				X

Licensed Administrator Salary Schedule

		24-25 Salary With Stipend \$6500						Manager	Supervisor	Coordinator	Director	Exec. Director	Asst. Supt.
2024-2025	0	0	1	2	3	4	5	6	7	8	9	10	11
1	\$56,980.73	\$61,524.00	\$66,476.16	\$71,874.01	\$77,757.67	\$84,170.86	\$91,161.24	\$98,780.75	\$107,086.02	\$116,138.76	\$126,006.25	\$136,761.81	\$148,485.37
2	\$57,990.34	\$62,624.48	\$67,675.68	\$73,181.49	\$79,182.82	\$85,724.28	\$92,854.46	\$100,626.36	\$109,097.74	\$118,331.53	\$128,396.37	\$139,367.04	\$151,325.08
3	\$59,020.15	\$63,746.97	\$68,899.19	\$74,515.12	\$80,636.48	\$87,308.76	\$94,581.55	\$102,508.89	\$111,149.69	\$120,568.16	\$130,834.30	\$142,024.39	\$154,221.58
4	\$60,070.55	\$64,891.90	\$70,147.18	\$75,875.42	\$82,119.21	\$88,924.94	\$96,343.18	\$104,429.07	\$113,242.69	\$122,849.53	\$133,320.98	\$144,734.87	\$157,176.01
5	\$61,141.97	\$66,059.74	\$71,420.12	\$77,262.93	\$83,631.59	\$90,573.44	\$98,140.05	\$106,387.65	\$115,377.54	\$125,176.52	\$135,857.40	\$147,499.57	\$160,189.53
6	\$62,234.80	\$67,250.94	\$72,718.52	\$78,678.19	\$85,174.23	\$92,254.91	\$99,972.85	\$108,385.40	\$117,555.09	\$127,550.05	\$138,444.55	\$150,319.56	\$163,263.32
7	\$63,349.50	\$68,465.96	\$74,042.89	\$80,121.75	\$86,747.71	\$93,970.00	\$101,842.30	\$110,423.11	\$119,776.19	\$129,971.05	\$141,083.44	\$153,195.95	\$166,398.59
8	\$64,486.49	\$69,705.28	\$75,393.75	\$81,594.19	\$88,352.66	\$95,719.40	\$103,749.15	\$112,501.57	\$122,041.72	\$132,440.47	\$143,775.11	\$156,129.87	\$169,596.56
9	\$65,646.22	\$70,969.38	\$76,771.63	\$83,096.07	\$89,989.72	\$97,503.79	\$105,694.13	\$114,621.61	\$124,352.55	\$134,959.28	\$146,520.61	\$159,122.47	\$172,858.49
10	\$66,829.15	\$72,258.77	\$78,177.06	\$84,627.99	\$91,659.51	\$99,323.87	\$107,678.02	\$116,784.04	\$126,709.60	\$137,528.47	\$149,321.03	\$162,174.92	\$176,185.66
11	\$68,035.73	\$73,573.94	\$79,610.60	\$86,190.55	\$93,362.70	\$101,180.35	\$109,701.58	\$118,989.72	\$129,113.79	\$140,149.03	\$152,177.45	\$165,288.42	\$179,579.38
		24-25 Salary No Stipend											
	0	0	1	2	3	4	5	6	7	8	9	10	11
1	\$51,995.15	\$56,674.72	\$61,775.44	\$67,335.23	\$73,395.40	\$80,000.99	\$87,201.08	\$95,049.17	\$103,603.60	\$112,927.92	\$123,091.43	\$134,169.66	\$146,244.93
2	\$53,035.05	\$57,808.21	\$63,010.95	\$68,681.93	\$74,863.31	\$81,601.01	\$88,945.10	\$96,950.16	\$105,675.67	\$115,186.48	\$125,553.26	\$136,853.06	\$149,169.83
3	\$54,095.76	\$58,964.37	\$64,271.17	\$70,055.57	\$76,360.57	\$83,233.03	\$90,724.00	\$98,889.16	\$107,789.18	\$117,490.21	\$128,064.33	\$139,590.12	\$152,153.23
4	\$55,177.67	\$60,143.66	\$65,556.59	\$71,456.68	\$77,887.79	\$84,897.69	\$92,538.48	\$100,866.94	\$109,944.97	\$119,840.01	\$130,625.61	\$142,381.92	\$155,196.29
5	\$56,281.22	\$61,346.53	\$66,867.72	\$72,885.82	\$79,445.54	\$86,595.64	\$94,389.25	\$102,884.28	\$112,143.87	\$122,236.81	\$133,238.13	\$145,229.56	\$158,300.22
6	\$57,406.85	\$62,573.47	\$68,205.08	\$74,343.53	\$81,034.45	\$88,327.55	\$96,277.03	\$104,941.97	\$114,386.74	\$124,681.55	\$135,902.89	\$148,134.15	\$161,466.22
7	\$58,554.99	\$63,824.93	\$69,569.18	\$75,830.41	\$82,655.14	\$90,094.10	\$98,202.57	\$107,040.81	\$116,674.48	\$127,175.18	\$138,620.95	\$151,096.83	\$164,695.55
8	\$59,726.09	\$65,101.43	\$70,960.56	\$77,347.01	\$84,308.24	\$91,895.99	\$100,166.63	\$109,181.62	\$119,007.97	\$129,718.68	\$141,393.37	\$154,118.77	\$167,989.46
9	\$60,920.61	\$66,403.46	\$72,379.77	\$78,893.95	\$85,994.41	\$93,733.91	\$102,169.96	\$111,365.25	\$121,388.13	\$132,313.06	\$144,221.23	\$157,201.14	\$171,349.25
10	\$62,139.02	\$67,731.53	\$73,827.37	\$80,471.83	\$87,714.30	\$95,608.58	\$104,213.36	\$113,592.56	\$123,815.89	\$134,959.32	\$147,105.66	\$160,345.17	\$174,776.23
11	\$63,381.80	\$69,086.16	\$75,303.92	\$82,081.27	\$89,468.58	\$97,520.76	\$106,297.62	\$115,864.41	\$126,292.21	\$137,658.51	\$150,047.77	\$163,552.07	\$178,271.76



Southern Oregon ESD
2025-2026



SOESD Board Approved -----

Board of Directors (By Zone)

Brian Clark
Rhonda Lawrence
Richard Owens

Robert Moore
Jessie Hecocta
Mary Barton

Ariel Bloomer
Rebecca Mueller
Ana Mannenbach



Superintendent's Office

Superintendent
Dr. Mark Angle-Hobson

Assistant
Superintendent
Kylee Harrison

Auditing
Services

Legal
Services

Insurance
Services

Business Office
Jeanetta Woodside,
Acting Chief
Financial
Officer/Deputy
Clerk

Services:
Finances
Homeschool
Logistics

Administrators:
TBD,
District Controller

Technology Services
TBD,
Chief information
Officer

Services:
Computer Information
Services
Electronic Services
Network Services

Human Resources
Ryan Swearingen,
Chief Human
Resources Officer

Services:
Benefits
Payroll
Staffing
Substitute Services

Administrators:
Dr. Stephanie
Cossey,
Program Manager

Communications and
Partnership (CaP)
Erin Green,
Coordinator

Programs:
Klamath Promise
Southern Oregon
Success (SORS)
Southern Oregon Early
Learning Services
(SOELS)
Childcare Resource
Network(CCRN)

Administrators:
Jessie McClung
Renee Brandon
Peter Buckley
Cynthia Anderson

School Improvement
Services

Student
Services

Integrated
Instruction
Aaron Cooke,
Coordinator

Programs:
Curriculum,
Instruction, &
Assessment
Instructional
Technology
Library/Media
Apprenticeships
Regional Educator
Network
Mentoring

Focal Student
Groups
Andrea Townsend,
Coordinator

Programs:
Equity Collaborative
English Learners
Indian Education
Migrant Education
LGBTQ2SIA+

Administrators:
Elizabeth Prusko

Student Engagement
Brad Capener,
Coordinator

Programs:
Career Connected
Learning (CCL)
College & Career
(CC4A)/STE(A)M
Attendance
Student Success Act
Emergency
Management

Administrators:
Karla Klark
Brain Robin
Tanya Frisendahl

Partially Deaf/Hard
of Hearing (PDHH)
Jaime Banks,
Coordinator

Programs:
Audiology
Deaf and Hard of
Hearing
Visual Impairment

Administrators:
Eric Crook

Early Intervention
ECSE
Shannon Bilboa,
Coordinator

Programs:
Josephine County
LRAC
Ramsey Learning
Center
Inclusion Project

Administrators:
Louise Horn

Autism, Steps, & CPI
Nikki Donnelly,
Coordinator

Programs:
Autism
Steps Plus
Steps Care
Crisis Prevention
Intervention

Residential, Nursing
& Speech Services
Diane Dunas,
Coordinator

Programs:
Long Term Care
Treatment (LTCT)
Speech Language
Services
School Nursing
Services

Orthopedic
Impairment & Youth
Employment
Andree Johnson,
Coordinator

Programs:
Orthopedic
Impairment
Youth Employment
Services

Student Behavioral
Health & Wellness
Sandy Stack,
Coordinator

Programs:
Student Behavioral
Health & Wellness
(SBHW)
Recovery Supports
School Safety and
Prevention Systems

Psychology &
Autism
Agnes Lee-Wolf,
Coordinator

Programs:
Psychological
Services
Traumatic Brain Injury
Services
Autism

Cabinet

Administrative Team

CONFIDENTIAL EMPLOYEES AND NON-LICENSED ADMINISTRATORS
CONDITIONS OF EMPLOYMENT
July 1, 2025 - June 30, 2026

Sick Leave

Sick leave will be given in accordance with ORS 332.507. Sick leave shall be granted for personal illness or injury, or injury or illness within the employee's immediate family and shall be taken in not less than one-quarter hour increments.

The immediate family is defined as:

A spouse, child, parent, son- or daughter-in-law, father- or mother-in-law, brother, sister, grandparent, grandchild, brother- or sister-in-law, step-parent, step-children, and any other person living in the home.

Discretionary Leave

Discretionary leave shall be front-loaded to each employee who needs such leave, at the rate of three (3) normal work days per year, and is usable in not less half-hour portions after the first hour. Unused Discretionary Leave as of June 30th may be carried over to the next year to accumulate up to a maximum of four (4) days. If the employee begins employment after July 1, Discretionary Leave will be prorated the first year of employment. Discretionary Leave is prorated by FTE and work calendars of less than 260 days. If an employee leaves employment prior to June 30, the front-loaded leave shall be pro-rated based on the number of days worked during the year.

An employee utilizing discretionary leave provisions shall contact his/her immediate supervisor, the superintendent or his/her designee, in advance, so that the supervisor is aware of the absence.

Employees will not be eligible to take discretionary leave until they have been employed three months.

Bereavement Leave:

1. The District will grant up to five (5) normal work days during the year with full pay for bereavement leave under the following conditions:
 - a. Bereavement leave applies in the event of the death of:
 1. A member of the immediate family (spouse, child, parent, son or daughter-in-law, father or mother-in-law, brother, sister, grandparent, grandchild, brother or sister-in-law, step-parent, step-children, aunt, uncle cousin).
 2. Any other person living in the home.
 - b. Any leave in excess of five (5) days shall be charged to accrued sick leave and/or vacation leave.
2. Bereavement leave is noncumulative and will be prorated to the employee's start date.
3. For those employees on irregular work schedules, up to 40 hours that employees normally work in their weekly schedule will be available for bereavement, prorated for employees that work less than full time.
4. Upon returning to work following absence, under provisions of bereavement leave, the employee shall sign a form and state the nature of the bereavement.
5. An employee utilizing the bereavement leave provision shall contact his/her immediate supervisor, the superintendent or his designee, in advance, so that the supervisor is aware of the absence.

6. At the employee's supervisor's discretion, employees will be granted sufficient time off with pay to attend a local funeral of a friend, co-worker, or student.

Sabbatical Leave:

1. Eligibility after at least seven years of continuous service to the District.
2. Plan for sabbatical approved by the superintendent and considered worthwhile by the board.
3. Compensation during the sabbatical will be at 50% of regular salary with all regular required deductions, plus the fringe benefit package.
4. Upon returning from the sabbatical leave:
 - a. The employee is obligated to serve at least three years in the District.
 - b. A position fitting the employee's qualifications will be available.
 - c. The employee will receive one-year credit on the salary schedule for the sabbatical year.

Holidays/Office Closure

The following shall be holidays: Martin Luther King Day, Independence Day, Labor Day, Veterans Day (as observed by Oregon schools), Thanksgiving Day, the day after Thanksgiving Day, Christmas Day and the period December 26 through December 31, New Year's Day, two days of Spring Break, Memorial Day, and Juneteenth.

Employees who work less than 260 days shall be paid for holidays that fall during scheduled work days and are not paid for holidays that fall during non-scheduled work days.

Vacation

~~Employees assigned to work 260 days will accrue 13.34 hours of Vacation Leave per month.~~ On July 1, all employees assigned to work 260 days will be frontloaded 20 days of vacation leave per year. Frontloaded vacation time means the employee receives their entire annual leave allowance on July 1st, rather than accruing it over the year. If the licensed administrator leaves before fully earning their frontloaded time (before the end of the year), they will be required to pay back the unearned portion. This repayment will be deducted from their final paycheck. If the employee begins employment after July 1, Vacation Leave will be prorated the first year of employment. Vacation Leave is prorated by FTE and work calendars of less than 260 days. Vacation requests are to be pre-approved by the employee's supervisor.

The employee has until September 1 to use accumulated Vacation Leave so that on September 1 there is no more than 240 hours remaining. Up to 80 hours over the 240 hours on September 1 will be paid at the employees' current rate. Any additional hours shall be forfeited.

Employees who resign or retire before the end of the fiscal year will be paid for any vacation hours accrued.

Legal Leave

An employee called for jury duty, or who has received a subpoena to testify in a court proceeding or at a legislative hearing, will receive full pay for the length of the jury or other service, except those days served on non-scheduled work days. The compensation paid to an employee for the period of leave shall be reduced by the amount of compensation or witness fees received by the employee, excluding mileage reimbursement, for the services referred to above or the employee may turn such compensation directly over to the District without any consequent deduction in the employee's compensation. An employee called under the conditions listed under this paragraph and who is excused from duty, shall immediately return to work. Legal leave will not be provided for any cause of action brought by the employee against the District.

Professional Activities

SOESD administrators may undertake limited consultative work (teaching university classes, speaking engagements, writing and other professional activities) for honoraria and expenses, provided such activities are performed outside the work day or using vacation time and do not interfere with normal administrative duties. Before beginning outside consultative work, administrators will seek prior approval from their immediate supervisor.

If administrators are accepting compensation they will follow the requirements below:

- Will use vacation leave if consultative work occurs during office hours. Personal leave may not be used for consultative work.
- Are not required to use leave if consultative services are performed outside regular office hours.
- Materials used in presentations will be prepared and copied on administrator's own time and expense. Administrative assistant time cannot be used to help prepare materials.
- If materials are the intellectual property of SOESD, administrators will compensate SOESD for their use.

Non-Work Days

Employees assigned to work less than twelve months will be allowed to take their non-paid time off with approval of the supervisor. A leave slip or calendar will be turned in to the supervisor prior to the time off.

Compensation (Salary)

The salary schedule is attached as Appendix A.

Insurance Benefits

Insurance benefits will be provided to the employee assigned to work .5 FTE or more as follows:

- On October 1, 2022 through September 30, 2023, the District monthly contribution toward insurance premiums based on the insurance tier selected by the employee will be:

\$ 643	Employee Only
\$1,241	Employee and Children
\$1,400	Employee and Spouse
\$2,003	Family
- On October 1, 2023 through September 30, 2024 the District monthly contribution toward insurance premiums based on the insurance tier selected by the employee will be:

\$651	Employee Only
\$1,253	Employee and Children
\$1,415	Employee and Spouse
\$2,025	Family.
- On October 1, 2024 through September 30, 2025, the District monthly contribution toward insurance premiums based on the insurance tier selected by the employee will be:

\$658	Employee Only
\$1,266	Employee and Children
\$1,430	Employee and Spouse
\$2,045	Family
- HSA Contributions: \$100 per month
- If the employee demonstrates that he/she has health insurance coverage under another employer-sponsored medical plan and does not elect dental and vision plans, he/she may participate in the Opt-out Program. If the employee is eligible and opts out of Medical, Dental and Vision insurance, the district will contribute \$385 a month toward any benefit under the Section 125 plan with a maximum \$500 per plan year going towards the Medical Expense Reimbursement plan. The employee may also choose to receive this contribution as taxable compensation. If the opt out language in any way violates the rules under the Affordable Health Care Act, IRS, or the insurance carrier, the parties agree the opt out provision shall be immediately corrected to an allowable amount.

Premium Service Pay

Premium Service Pay will be provided to employees who have experienced one year at the top of the salary schedule with no movement. Premium Service Pay will be calculated as follows:

First year of eligibility:

1.5% of step 1 of employee's column on salary schedule

Second year of eligibility:

2.5% of step 1 of employee's column on salary schedule

Third year of eligibility and thereafter:

3.5% of step 1 of employee's column on salary schedule

The District will pay, as part of premium service benefits, \$480 toward the annual insurance benefit.

Early Retirement

The Early Retirement provision will not be applicable to employees hired on or after January 1, 2022.

Early retirement will be available to confidential, licensed administrators, and non-licensed administrators who have a minimum of ten (10) years of experience with the District and are 55 or older, or have ten (10) years' experience with the district and are PERS eligible. Experience with the district will be recognized for a current employee that fills a confidential, licensed administrator, or non-licensed administrator position if the employee was originally hired by the District in a:

- classified position prior to July 1, 2000, or
- licensed position prior to July 1, 2001, or
- confidential, licensed administrator, or non-licensed administrator position prior to January 1, 2022.

The District will pay the employee who opts for early retirement a \$325 monthly stipend paid to early retirees for a maximum of ten (10) years or until attainment of full social security eligibility, whichever occurs first, if the employee is willing and available* to return periodically to the ESD to work on curriculum or special projects until age 60. The number of days per year that the employee could be called in to work is determined by dividing total payments for the year (i.e. \$3,900) by the daily salary rate of the employee at time of retirement (i.e. yearly salary divided by contract length).

The District will contribute toward insurance premiums for medical, pharmacy, dental, and vision coverage based on the insurance tier selected by the retired employee. The District's contribution toward tiered insurance premiums will be the same as provided to non-retired employees. The District will contribute toward insurance premiums for a maximum of ten (10) years or until the retired employee becomes eligible for Medicare, whichever occurs first, if the District's insurer will provide the coverage.

**The retired employee will be deemed available for work except if:*

1. Ill, injured, or other similar emergency, or;
2. Attendance is required at another function or activity other than social or recreational, or;
3. Temporarily out of the immediate area.

Tax Deferred Savings Contribution

The District shall contribute annually an amount equal to 4.137% of the total salary to a tax deferred savings account beginning on January 1, 2022. The district contribution shall be distributed monthly.

**LICENSED ADMINISTRATOR
CONDITIONS OF EMPLOYMENT
July 1, 2025 – June 30, 2026**

Sick Leave:

Sick leave will be given in accordance with ORS 332.507. Sick leave shall be granted for personal illness or injury, or injury or illness within the employee's immediate family and shall be taken in not less than one-quarter hour increments.

The immediate family is defined as:

A spouse, child, parent, son- or daughter-in-law, father- or mother-in-law, brother, sister, grandparent, grandchild, brother- or sister-in-law, step-parent, step-children, and any other person living in the home.

Personal/Emergency Leave:

Personal/emergency leave must qualify within one of the following categories:

Personal Leave: To take care of necessary personal business which cannot be taken care of outside of normal working hours.

Emergency Leave: In cases of emergency such as:

1. Serious illness in the immediate or extended family or serious illness of any other person living in the home.
2. Unsafe travel conditions.
3. Automobile accident (not personal injury).

Personal/Emergency leave is non-cumulative and shall be front-loaded to each administrator who needs such leave at the rate of four (4) normal work days per year. Personal/Emergency leave is usable in not less than one-hour portions and may be used in half-hour portions when the half-hour is in conjunction with the use of one or more hours. If the employee begins employment after July 1, Personal/Emergency Leave will be prorated the first year of employment. Personal/Emergency Leave is prorated by FTE and work calendars of less than 260 days. If an employee leaves employment prior to June 30, the front-loaded leave shall be pro-rated based on the number of days worked during the year.

Administrators will not be eligible to take Personal/Emergency leave until they have been employed three months.

Bereavement Leave:

1. The District will grant up to five (5) normal work days during the year with full pay for bereavement leave under the following conditions:
 - a. Bereavement leave applies in the event of the death of:
 1. A member of the immediate family (spouse, child, parent, son or daughter-in-law, father or mother-in-law, brother, sister, grandparent, grandchild, brother or sister-in-law, step-parent, step-children, aunt, uncle, cousin).
 2. Any other person living in the home.
 - b. Any leave in excess of five (5) days shall be charged to accrued sick leave and/or vacation leave.
2. Bereavement leave is noncumulative and will be prorated to the employee's start date.
3. For those employees on irregular work schedules, up to 40 hours that employees normally work in their weekly schedule will be available for bereavement, prorated for employees that work less than full time.

4. Upon returning to work following absence, under provisions of bereavement leave, the employee shall sign a form and state the nature of the bereavement.
5. An employee utilizing the bereavement leave provision shall contact his/her immediate supervisor, the superintendent, or his designee in advance so that the supervisor is aware of the absence.
6. Employees will be granted sufficient time off with pay to attend a local funeral of a friend, co-worker or student.

Sabbatical Leave:

1. Eligibility after at least seven years of continuous service to the District.
2. Plan for sabbatical approved by the superintendent and considered worthwhile by the board.
3. Compensation during the sabbatical will be at 50% of regular salary with all regular required deductions, plus the fringe benefit package.
4. Upon returning from the sabbatical leave:
 - a. The administrator is obligated to serve at least three years in the District.
 - b. A position fitting the administrator's qualifications will be available.
 - c. The administrator will receive one-year credit on the salary schedule for the sabbatical year.

Holidays/Office Closures

The following shall be holidays: Martin Luther King Day, Independence Day, Labor Day, Veterans Day (as observed by Oregon schools), Thanksgiving Day, the day after Thanksgiving Day, Christmas Day and the period December 26 through December 31, New Year's Day, two days of Spring Break, Memorial Day, and Juneteenth.

Administrators who work less than 260 days shall be paid for holidays that fall during contracted days and are not paid for holidays that fall during non-contracted days.

Vacation

~~Licensed administrators contracted for 260 days will accrue 13.34 hours of Vacation Leave per month.~~ On July 1, licensed administrators contracted for 260 days will be frontloaded 20 days of vacation leave per year. Frontloaded vacation time means the employee receives their entire annual leave allowance on July 1st, rather than accruing it over the year. If the licensed administrator leaves before fully earning their frontloaded time (before the end of the year), they will be required to pay back the unearned portion. This repayment will be deducted from their final paycheck. If the administrator begins employment after July 1, Vacation Leave will be prorated the first year of employment. Vacation Leave is prorated by FTE and work calendars of less than 260 days. Vacation requests are to be pre-approved by the administrator's supervisor.

The administrator has until September 1 to use accumulated vacation so that on September 1 there is no more than 240 hours remaining. Up to 80 hours over the 240 hours on September 1 will be paid at the employee's current rate. Any additional hours shall be forfeited.

Administrators who resign or retire before the end of the fiscal year will be paid for any vacation hours accrued.

Legal Leave

An administrator called for jury duty, or who has received a subpoena to testify in a court proceeding or at a legislative hearing, will receive full pay for the length of the jury or other service, except those days served on non-contract days. The compensation paid to an administrator for the period of leave shall be reduced by the amount of compensation or witness fees received by the administrator, excluding mileage reimbursement, for the services

referred to above or the administrator may turn such compensation directly over to the District without any consequent deduction in the administrator's compensation. An administrator called under the conditions listed under this paragraph and who is excused from duty, shall immediately return to work. Legal leave will not be provided for any cause of action brought by the administrator against the District.

Professional Activities

SOESD administrators may undertake limited consultative work (teaching university classes, speaking engagements, writing and other professional activities) for honoraria and expenses, provided such activities are performed outside the work day or using vacation time and do not interfere with normal administrative duties. Before beginning outside consultative work, administrators will seek prior approval from their immediate supervisor.

If administrators are accepting compensation they will follow the requirements below:

- Will use vacation leave if consultative work occurs during office hours. Personal leave may not be used for consultative work.
- Are not required to use leave if consultative services are performed outside regular office hours.
- Materials used in presentations will be prepared and copied on administrator's own time and expense. Administrative assistant time cannot be used to help prepare materials.
- If materials are the intellectual property of SOESD, administrators will compensate SOESD for their use.

Non-Contract Days

Administrators employed less than twelve months will be allowed to take their non-paid time off with approval of supervisor. A leave slip will be turned in to their supervisor prior to the time off.

Compensation (Salary)

The salary schedule is attached as Appendix A.

Insurance Benefits

Insurance benefits will be provided to the employee assigned to work .5 FTE or more as follows:

- On October 1, 2022 through September 30, 2023, the District monthly contribution toward insurance premiums based on the insurance tier selected by the employee will be:

\$ 643	Employee Only
\$1,240	Employee and Children
\$1,400	Employee and Spouse
\$2,003	Family
- On October 1, 2023 through September 30, 2024 the District monthly contribution toward insurance premiums based on the insurance tier selected by the employee will be:

\$651	Employee Only
\$1,253	Employee and Children
\$1,415	Employee and Spouse
\$2,025	Family.
- On October 1, 2024 through September 30, 2025, the District monthly contribution toward insurance premiums based on the insurance tier selected by the employee will be:

\$658	Employee Only
\$1,266	Employee and Children
\$1,430	Employee and Spouse
\$2,045	Family.
- HSA Contributions: \$100 per month
- If the employee demonstrates that he/she has health insurance coverage under another employer-sponsored medical plan and does not elect dental and vision plans, he/she may participate in the Opt-out Program. If the employee is eligible and opts out of Medical, Dental and Vision insurance, the district will contribute \$385 a month toward any benefit under the Section 125 plan with a maximum \$500 per plan year going towards the Medical Expense

Reimbursement plan. The employee may also choose to receive this contribution as taxable compensation. If the opt out language in any way violates the rules under the Affordable Health Care Act, IRS, or the insurance carrier, the parties agree the opt out provision shall be immediately corrected to an allowable amount.

Premium Service Pay

Premium Service Pay will be provided to administrators who have experienced one year at the top of the salary schedule with no movement. Premium Service Pay will be calculated as follows:

- First year of eligibility
1.5% of step 1 of administrator's column on salary schedule
- Second year of eligibility
2.5% of step 1 of administrator's column on salary schedule
- Third year of eligibility and thereafter
3.5% of step 1 of administrator's column on salary schedule

The District will pay, as part of premium service benefits, \$480 toward the annual insurance benefit.

Early Retirement

The Early Retirement provision will not be applicable to employees hired on or after January 1, 2022.

Early retirement will be available to confidential, licensed administrators, and non-licensed administrators who have a minimum of ten (10) years of experience with the District and are 55 or older, or have ten (10) years' experience with the district and are PERS eligible. Experience with the district will be recognized for a current employee that fills a confidential, licensed administrator, or non-licensed administrator position if the employee was originally hired by the District in a:

- classified position prior to July 1, 2000, or
- licensed position prior to July 1, 2001, or
- confidential, licensed administrator, or non-licensed administrator position prior to January 1, 2022.

The District will pay the administrator who opts for early retirement a \$325 monthly stipend paid to early retirees for a maximum of ten (10) years or until attainment of full social security eligibility, whichever occurs first, if the administrator is willing and available* to return periodically to the ESD to work on curriculum or special projects until age 60. The number of days per year that the administrator could be called in to work is determined by dividing total payments for the year (i.e. \$3,900) by the daily salary rate of the administrator at time of retirement (i.e. yearly salary divided by contract length).

The District will contribute toward insurance premiums for medical, pharmacy, dental, and vision coverage based on the insurance tier selected by the retired employee. The District's contribution toward tiered insurance premiums will be the same as provided to non-retired administrators. The District will contribute toward insurance premiums for a maximum of ten (10) years or until the retired administrator becomes eligible for Medicare, whichever occurs first, if the District's insurer will provide the coverage.

**The retired administrator will be deemed available for work except if:*

1. Ill, injured, or other similar emergency, or;
2. Attendance is required at another function or activity other than social or recreational, or;
3. Temporarily out of the immediate area.

Tax Deferred Savings Contribution

The District shall contribute annually an amount equal to 4.137% of the total salary to a tax-deferred savings account beginning on January 1, 2022. The district contribution shall be distributed monthly.