

**Minutes in Brief****SOUTHERN OREGON EDUCATION SERVICE DISTRICT BOARD OF DIRECTORS REGULAR MEETING, JUNE 15, 2016****Call to Order**

A regular meeting of the Southern Oregon Education Service District Board of Directors was held Wednesday, June 15, 2016 in the downstairs conference room of the ESD office located at 101 North Grape Street, Medford, Oregon. Chair Wendle called the meeting to order at 6:05 p.m. at which time she led those present in the Pledge of Allegiance.

**Attendance**

Board members in attendance were Greg Applen, Lori Goodman-Vogel, Jim Harrington, Dave Jensen, Doug McKinley, Christine Norton-Cotts, DonnaJean Wendle, and Paul Yates. Jamie Jennings attended via IVC from Klamath Community College.

Also in attendance from the SOESD staff were Jessica Bach, Kaye Dowling, Howard George, Kim Hosford, Jeanne Morgando, Susan Peck, Judy Richards, and Scott Beveridge, Superintendent/Clerk.

Dean Wendle, RCC Board of Directors, was in attendance as a guest. Ahrien Johnson, OSEA Field Representative, attended the latter portion of the meeting.

**Comments from the Associations**

Judy Richards spoke on behalf of the licensed association in support of Ballot Petition #28. Oregon Education Association (OEA) supports the passage of this measure which would increase the corporate income tax rate in Oregon.

**Requests to Address Agenda Items**

*Kim Hosford, Request to speak to agenda topic IV, Item J*  
Ms. Hosford requested that, in its deliberation of a weapons policy, the Board consider the circumstance that SOESD staff encounter. She emphasized that employees are required to go into remote, uncomfortable places. Ms. Hosford expressed her opinion that restricting staff from carrying a weapon in their vehicle might not be the best policy in some circumstances. She asked board members to think about the proposed policy from the worker's perspective who, by law, are currently allowed to carry a concealed weapon.

**Recognition of Board Members**

Superintendent Beveridge presented OAESD certificates of recognition to board members who had reached five-year milestones of service. Member Norton-Cotts was recognized for 15 years of service. Members McKinley and Yates were recognized for 5 years of service.

**Consent Agenda**

It was moved by Member Applen to approve all items on the consent agenda as presented. The motion was seconded by Member Jensen and unanimously carried. The consent agenda consisted of:

- A. Approval of Agenda
- B. Approval of Minutes: Budget Committee Meeting of May 11, 2016; Regular Meeting of May 18, 2016

- C. Personnel Report (No personnel changes)
- D. Financial Report for the period ending May 31, 2016

## **Communications**

Superintendent Beveridge reviewed his schedule for June, July, and August, noting the following activities:

- June 3 – Superintendent Beveridge attended the joint meeting of the Autism and Psychological Services staff.
- June 8 – A first meeting of a region-wide Attendance Professional Learning Community (PLC) was held at SOESD.
- June 8 – Candidates were interviewed for the position of SOELS Early Learning Hub Director.
- June 13 – A College and Career for All Stewards Meeting was held. The newly hired Southern Promise Project Manager was in attendance.
- June 20 – Superintendent Beveridge will attend the Butte Falls School District's Board of Directors meeting to learn how SOESD might help them in their search for a temporary superintendent.
- July 18-20 – The Reach Higher Summit will take place at Central Oregon Community College. The focus of the summit is on mobilizing career and college advising supports for students.
- August 30 – The SOESD All Staff Inservice will be held at Southern Oregon University in the Stevenson Union.

## **Administration**

- A. OAESD Governance Council Representative – It was moved by Member Harrington and seconded by Member Norton-Cotts to appoint Member McKinley to continue to serve as SOESD's representative on the OAESD Governance Council. Member McKinley stated that he was willing to continue serving as the board's representative on the Council in the coming year. The motion carried unanimously.
- B. OSBA 2016/2017 Dues – The annual dues for 2016/2017 were reported to be the same as the current year. It was moved by Member Norton-Cotts and seconded by Member Applen to approve the 2016/2017 OSBA membership in the amount of \$3111.75. The motion was approved unanimously.
- C. STEPS Program Status Update – Director Peck provided an update on STEPS student enrollment projections and the classroom models for the 2016-2017 school year. The trend over the years has been for component districts to serve most of their students with special education needs, referring those with the highest needs to the STEPS program. The STEPS student enrollment for 2016-2017 is projected to be 51 students, a decrease of 14 students from the current year. The decrease in student enrollment has resulted in the need to layoff seven educational assistants. The STEPS program will operate five classrooms next year in total. Two classrooms at Jacksonville Elementary are no longer available for program use; Central Point Elementary will host a new classroom.

- D. MOA with Licensed Association – Economic Provisions, 2016-2017  
A tentative contract agreement for 2016-2017 economic compensation was reached with Southern Oregon ESD Education Association on June 2, 2016. Superintendent Beveridge reported that the association’s membership and the Southern Oregon Bargaining Council had voted to ratify the agreement which had been provided in advance of the meeting to the Board for approval. It was moved by Member McKinley to approve the economic provisions for 2016-2017 as outlined in the Memorandum of Agreement with Southern Oregon Bargaining Council. The motion was seconded by Member Harrington and passed by unanimous board action.
- E. MOU with Licensed Association – EI/ECSE Contract Days, 2015-2016  
For the third consecutive year, funding from the state through Douglas ESD has been insufficient to operate the EI/ECSE program for the full length of the 2015-2016 academic year. Superintendent Beveridge explained that administration was requesting the Board approve a Memorandum of Understanding with Southern Oregon Bargaining Council acknowledging that EI/ECSE licensed staff have experienced a reduction of five contract days during the 2015-2016 school year. A motion was made by Member Yates to approve the Memorandum of Understanding with Southern Oregon Bargaining Council recognizing a reduction of five contract days for EI/ECSE licensed staff during the 2015-2016 contract year. The motion was seconded by Member McKinley and approved by unanimous board action.
- F. MOU with Licensed Association – Positions with Contract Days in Excess of 190  
Article 17 of the 2014-2017 collective bargaining agreement with the licensed association designates job descriptions in excess of 190 days. Superintendent Beveridge explained that the proposed Memorandum of Understanding recognizes and includes the addition of new job descriptions which were approved by the Board during its April meeting. It was moved by Member Harrington, seconded by Member Applen, and passed by unanimous board action to approve the Memorandum of Understanding with Southern Oregon Bargaining Council for positions in excess of 190 days.
- G. 2016-2017 Compensation for Non-Bargaining Labor Groups  
Superintendent Beveridge presented compensation proposals for the following non-bargaining labor groups:

**Administrators**

**Proposal:**

- 2.3% COLA
- Step and PSP movement (if eligible)
- District contribution toward insurance premiums based on the insurance tier selected by employee:

|                |        |
|----------------|--------|
| Family         | \$1589 |
| Employee/Child | \$ 989 |

|                 |        |
|-----------------|--------|
| Employee/Spouse | \$1108 |
| Employee Only   | \$ 520 |

- The Administrator who elects OEGB's Evergreen Plan shall receive the following Health Savings Account (HSA) Contribution:
 

|                   |                                      |
|-------------------|--------------------------------------|
| Evergreen PPO     | \$50 per month during the plan year  |
| Synergy Evergreen | \$100 per month during the plan year |
- The Administrator who can show proof of other group health insurance and opt-outs of health, vision, and dental plans shall receive \$300 per month for 2016-2017. (The Administrator must opt-out of all three insurances in order to be eligible for this benefit). If the opt-out language in any way violates the rules under the Affordable Healthcare Act, IRS, or the insurance carrier, the parties agree the opt-out provision shall be immediately corrected to an allowable amount.

**Business Manager**

*Proposal:*

- 2.3% COLA
- District contribution toward insurance premiums based on the insurance tier selected by employee:
 

|                 |        |
|-----------------|--------|
| Family          | \$1589 |
| Employee/Child  | \$ 989 |
| Employee/Spouse | \$1108 |
| Employee Only   | \$ 520 |
- The Business Manager who elects OEGB's Evergreen Plan shall receive the following Health Savings Account (HSA) Contribution:
 

|                   |                                      |
|-------------------|--------------------------------------|
| Evergreen PPO     | \$50 per month during the plan year  |
| Synergy Evergreen | \$100 per month during the plan year |

**Confidential Employees**

*Proposal:*

- 2.3% COLA
- PSP movement (if eligible)
- District contribution toward insurance premiums based on the insurance tier selected by employee:
 

|                 |        |
|-----------------|--------|
| Family          | \$1589 |
| Employee/Child  | \$ 989 |
| Employee/Spouse | \$1108 |
| Employee Only   | \$ 520 |
- A confidential employee who elects OEGB's Evergreen Plan shall receive the following Health Savings Account (HSA) Contribution:
 

|                   |                                      |
|-------------------|--------------------------------------|
| Evergreen PPO     | \$50 per month during the plan year  |
| Synergy Evergreen | \$100 per month during the plan year |

- A confidential employee who can show proof of other group health insurance and opt-outs of health, vision, and dental plans shall receive \$300 per month for 2016-2017. (The confidential employee must opt-out of all three insurances in order to be eligible for this benefit). If the opt-out language in any way violates the rules under the Affordable Healthcare Act, IRS, or the insurance carrier, the parties agree the opt-out provision shall be immediately corrected to an allowable amount.

Superintendent Beveridge reported that the compensation amounts were in line with those proposed for other labor groups. It was moved by Member Goodman-Vogel to approve the 2016-2017 compensation for non-bargaining labor groups as presented. The motion was seconded by Member Norton-Cotts and approved unanimously by the board.

H. Classified Association Bargaining Update

Superintendent Beveridge reported that the bargaining team had met on May 23, 2016 to negotiate the 2016-2017 economic reopener with the classified association. An agreement was not reached on that date. Superintendent Beveridge expects a meeting will be scheduled in the near future for the teams to reconvene.

I. Administrative (Non-Licensed) Salary Schedule and Contract

During the May board meeting, Superintendent Beveridge noted he would be requesting the board consider approving a new administrative salary schedule for positions which do not require a TSPC administrative license. Examples of such positions include the Information Technology Manager, CIS Manager, and Grants and Projects Manager. The proposed salary schedule and contract for non-licensed administrators was provided in advance for the board's review in the board packet. Member Goodman-Vogel moved to approve the Administrative (Non-Licensed) Salary Schedule and contract as presented. Member Harrington seconded the motion which was approved unanimously by the board.

J. Third Reading – Board Policy 3450/4450 – Weapons in the Workplace

Administration confirmed that the proposed policy on weapons in the workplace had been reviewed by SOESD's legal counsel and included language recommended by the attorney. Chair Wendle requested the board members' feedback regarding the proposed policy and, after members expressed their points of view, she called for the question. It was moved by Member Harrington and seconded by Member Goodman-Vogel to approve the policy as presented. A roll-call vote was conducted, the results of which are recorded below. The motion failed to pass by a vote of six opposed and three in favor.



|                      | <u>In Favor</u> | <u>Opposed</u> |
|----------------------|-----------------|----------------|
| Member Jensen        |                 | X              |
| Member Yates         |                 | X              |
| Member McKinley      |                 | X              |
| Member Applen        |                 | X              |
| Member Goodman-Vogel | X               |                |
| Member Harrington    | X               |                |
| Member Jennings      |                 | X              |
| Member Norton Cotts  |                 | X              |
| Member Wendle        | X               |                |

- K. Second Reading – Board Policy 1410 – Meeting Minutes  
 A second reading of this policy authorizing the practice of posting the SOESD Board of Director’s meeting minutes on SOESD’s website was presented. A motion was made by Member Harrington to adopt *Board Policy 1410 – Meeting Minutes* as revised. Member McKinley seconded the motion which passed unanimously by the board.
- L. First Reading – Board Policy 7500 – Electronic Communication Systems  
 Per the Board’s request, administration brought a first reading of *Board Policy 7500 – Electronic Communication Systems*. Superintendent Beveridge explained that the policy encompasses Internet and computer use. Mr. Beveridge reported that the policy, as drafted, is more extensive and comprehensive than the current policy. He explained that there are sections that will require clarification and board decision, and he will be seeking guidance from OSBA and SOESD’s legal counsel. A second reading will be brought to the board in July; the text marked with strike-outs will be removed for that second reading. Member Jennings questioned how the policy might impact other school districts who receive Internet services from SOESD. Superintendent Beveridge reported that those districts are not required to sign Internet use agreements. He suggested it might behoove SOESD to clarify what applies to employees and what applies to users in component school districts. Member Harrington suggested it might be beneficial to gather and keep a record of the applicable policies from component school districts.
- M. First Reading – Board Policy 8700 – Personal Electronic Devices and Social Media  
 Superintendent Beveridge explained that the proposed policy addresses staff use of personal electronic devices and social media. He reported that Cabinet is discussing a future expansion of the policy to include student use of personal electronic devices and social media. Mr. Beveridge stated that the policy clearly defines the protection of student data on social media and explains that employees should not use social media to cause a substantial disruption in school. A second reading will be brought to the board during the July meeting.

- N. **Storage Area Network (SAN) Upgrade**  
As part of SOESD's replacement cycle for data center equipment and in-line with long term disaster recovery planning, administration recommended the purchase of a new storage area network (SAN) for \$42,765.00 from CDW-G under state contract to replace the existing SAN that is reaching end of service and also reaching capacity limits to accommodate increased data storage requirements. This is a planned end-of-life hardware upgrade to replace equipment and maintain critical hosted services for districts as well as the agency. This purchase also allows SOESD to increase capacity to store data from additional services requested by districts, including student information systems, VoIP phone systems, and new virtualized IVC video conferencing. The new SAN will be located in SOESD's primary data center and the older SAN that is being replaced will be re-tasked to receive data backups at the offsite colocation facility, maximizing long term investment in equipment. It was moved by Member Harrington to approve the purchase of a storage area network, known as a SAN, for \$42,765.00 from CDW-G. The motion was seconded by Member Norton-Cotts and approved unanimously by the board.

**Business Affairs**

- A. **Electronic Services Vehicle Purchase**  
Business Manager George reported that one of the vehicles used in Electronic Services had a catastrophic break-down which was not a result of lack of maintenance. It is necessary to replace the van and administration recommended the purchase of an extended cargo van at a purchase price of \$29,253.00. The board asked Mr. George to explore whether the vehicle being replaced might be donated to one of the component district's auto shops. It was moved by member Jensen and seconded by Member Applen to approve the purchase of the extended cargo van at a cost of \$29,253.00. The motion passed by unanimous board action.
- B. **2015/2016 SOESD Resolution #18 – Budget and Tax Rate**  
Mr. George reported that this resolution adopts the budget, appropriates and sets the tax rate for the SOESD 2016/2017 budget. Member Harrington moved to approve the adoption of 2015/2016 SOESD Resolution #18 to appropriate and set the tax rate for the 2016/2017 budget. The motion was seconded by Member Jensen and unanimously carried.
- C. **2015/2016 SOESD Resolution #19 – Appropriation Transfer**  
Business Manager Howard George explained that this resolution was an appropriation transfer to ensure that all remaining allocations in the special education choice and equity model could be paid as the fiscal year closed. It was moved by Member Harrington to approve 2015/2016 SOESD Resolution #19, Appropriation Transfer. The motion was seconded by Member Norton-Cotts and unanimously carried by the board.

**Executive Session  
ORS 192.660(2)(i)**

At 7:48 p.m. Chair Wendle called the board into Executive Session under authority of ORS 192.660(2)(i) to evaluate the SOESD Superintendent.

**Open Session**

At 8:20 p.m. Chair Wendle reconvened the Board into open session to take Board action on the superintendent's evaluation. It was moved by Member Harrington, seconded by Member Applen, and unanimously carried to accept the subcommittee's 2016 evaluation of the superintendent as presented in draft form. Member Harrington will change the word "administrator" to "personnel" in the final document. Board members expressed praise for the superintendent's work and acknowledged the many extra duties he has had to take on this year.

**Superintendent's  
Contract**


The Board discussed a process to put in place for preparing the superintendent's contract. After discussion, consensus was reached that a draft contract template will be emailed to the board for review. Board members will address their comments and feedback individually for review and recommendations by SOESD's legal counsel.

**Miscellaneous**

- A. Board of Directors Organizational Meeting – Wednesday, July 13, 2016, 6:00 p.m., Medford office.
- B. 2016 OSBA Summer Board Conference – July 15-17, 2016, The Riverhouse, Bend, Oregon. Board members are asked to inform Jessica Bach of their interest in attending.
- C. 2016 OSBA Annual Convention – November 10-13, 2016, Portland Marriott, Downtown Waterfront.

**Adjournment**

There being no further business, Chair Wendle adjourned this meeting of the Southern Oregon ESD Board of Directors at 8:57 p.m.



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Acting-Chair, Southern Oregon ESD Board of Directors

Scott Beveridge  
Superintendent