

Minutes in Brief

SOUTHERN OREGON EDUCATION SERVICE DISTRICT BOARD OF DIRECTORS REGULAR MEETING, WEDNESDAY, JULY 11, 2018

Call to Order

A regular meeting of the Southern Oregon Education Service District Board of Directors was held Wednesday, July 11, 2018, in the downstairs conference room of the ESD’s Medford office located at 101 North Grape Street, Medford, Oregon. At 6:07 p.m., Chair McKinley called the meeting to order at which time he led attendees in the Pledge of Allegiance.

Attendance

Board members in attendance:

- Jamie Jennings (via web conference)
- Dave Jensen (via web conference)
- Doug McKinley
- Mary Middleton
- Toni Webb

Board members absent:

- Rosie Converse
- Christine Norton-Cotts
- Maud Powell
- Annie Valtierra-Sanchez

SOESD staff members in attendance:

- Jessica Bach
- Scott Beveridge
- Daniel Weaver

Comments from the Association

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

Requests to Address Agenda Items

There were no statements from the audience or requests to address an agenda item.

Consent Agenda

The consent agenda consisted of:

- A. Approval of Agenda
- B. Approval of Minutes
 - SOESD Budget Hearing, June 20, 2018
 - Regular Meeting, June 20, 2018
 - Special Telephonic Meeting, June 29, 2018
- C. Personnel Report

IT WAS MOVED BY MEMBER JENSEN, SECONDED BY MEMBER MIDDLETON TO:

Approve all items on the consent agenda.

MOTION CARRIED 5-0

Communications

SOESD Superintendent’s Schedule of Meetings

Superintendent Beveridge reviewed his calendar of meetings for July, August, and September. Mr. Beveridge noted that his schedule included several planning meetings with Patty Michiels, SOESD’s newly hired Human Resources Manager, and Mark Angle-Hobson, SOESD’s newly hired Education Services Coordinator.

Administration

A. **SOESD Organizational Structure 2018-2019**

Superintendent Beveridge reviewed the 2018-2019 SOESD Organizational Chart presented for board approval.

IT WAS MOVED BY MEMBER MIDDLETON, SECONDED BY MEMBER WEBB TO:

Approve SOESD's organizational structure as presented and approve the new organizational chart for 2018-2019.

ROLL CALL VOTE, MOTION CARRIED: 5-0

B. **Organizational Items for 2018-2019**

The following sixteen organizational items were presented for Board review, discussion, and action:

1. District Clerk and Deputy Clerk – The superintendent is charged by law to be named as clerk. Administration recommends that the business manager be named as deputy clerk.
2. Safety Officer – Administration recommends that the Board appoint the business manager to serve as safety officer.
3. Budget Officer – The superintendent-clerk should be designated as the district's budget officer.
4. Newspaper of Record – Administration recommends that the Mail Tribune be named the newspaper of record.
5. Mileage Reimbursement Rate for Staff and Board – It has been Board practice to pay the IRS-approved rate. Administration recommends continuation of this practice.
6. Authorization to Submit Grant and Contract Proposals – It is necessary to respond quickly to grant and contract opportunities. Administration requests that the Board continue to authorize the superintendent and the business manager, in the superintendent's absence, to submit proposals for grants and contracts as well as accept awards during the 2018-2019 fiscal year.
7. Authorization to Request Contract Funds – Administration recommends that the Board continue its practice of authorizing the signatures of the superintendent or business manager to request payments from funding sources.
8. Coordination of Americans with Disabilities Act – Administration recommends that the Human Resources Manager be named Section 504 / ADA coordinator.
9. Attendance Officer – State law requires ESDs to name an attendance officer. Administration recommends the appointment of the superintendent to serve in that role.

10. Board Attorney – Kelly Noor has served as the Board’s attorney and Administration recommends that she continue in that capacity. Administration requests that the Board continue to authorize the superintendent to seek specialized legal counsel, when necessary, from Ms. Noor.
11. Auditor – Per existing contract, Administration recommends that Isler Medford LLC serves as the district’s auditor for 2018-2019.
12. Title IX Coordinator – Administration recommends that the Human Resources Manager be designated as the Title IX Coordinator.
13. Authorized Depositories of Funds – Administration recommended three depositories of funds: Bank of America and 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 JENSEN, SECONDED BY MEMBER MIDDLETON TO:

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

ROLL CALL VOTE, MOTION CARRIED 5-0

- C. Oregon School Boards Association (OSBA) 2018-2019 Annual Dues
The annual dues for OSBA membership for 2018-2019 were reported to be \$3,111.75. This is the same amount as last fiscal year.

IT WAS MOVED BY MEMBER MIDDLETON, SECONDED BY MEMBER WEBB TO:

Approve 2018-2019 OSBA membership in the amount of \$3111.75.

MOTION CARRIED 5-0

- D. OAESD Governance Council Representative
Member Webb represented SOESD on the OAESD Governance Council during the 2017-2018 school year. She indicated she would be willing to continue in that role if no other board members were interested.

IT WAS MOVED BY MEMBER MIDDLETON, SECONDED BY MEMBER JENSEN TO:

Appoint member Webb to serve as SOESD's representative on the OAESD Governance Council for 2018-2019.

MOTION CARRIED 5-0

- E. **Signing Bonus and Relocation Allowance for Non-Bargaining Labor Groups**
Recruitment incentives similar to those offered to licensed employees were presented for consideration in an attempt to increase recruitment and retention efforts for non-bargaining labor groups.

IT WAS MOVED BY MEMBER JENSEN, SECONDED BY MEMBER MIDDLETON TO:

Authorize administration to offer signing bonuses and relocation allowances to employees hired into non-bargaining labor groups, with the language presented by administration amended to provide up to \$6,500 for acceptance of an offer of employment.

MOTION CARRIED 5-0

- F. **Conditions of Employment for Non-Bargaining Labor Groups, 2018-2019**

The 2018-2019 Conditions of Employment for the following non-bargaining labor groups were presented to the Board for review in advance of the meeting.

- Confidential Employees and Non-Licensed Administrators
- Licensed Administrators

IT WAS MOVED BY MEMBER WEBB, SECONDED BY MEMBER JENSEN TO:

Approve the 2018-2019 Conditions of Employment for non-bargaining labor groups.

MOTION CARRIED 5-0

Business Affairs

- A. **2018/2019 SOESD Resolution 1, 2, 3, and 4**

Business Manager Weaver explained these resolutions are presented annually and provide operational authority in the business areas. Resolution 1 delegates authority to the SOESD clerk and deputy clerk to award bids and to enter into contracts that do not exceed \$50,000. Resolution 2 designates the depositories for tax turnovers. Resolution 3 delegates authority to the clerk and deputy clerk to pay bills. Resolution 4 allows for inter-fund loans due to the timing of state payments.

IT WAS MOVED BY MEMBER JENSEN, SECONDED BY MEMBER WEBB TO:

Adopt 2018-2019 SOESD Resolutions 1, 2, 3, and 4.

ROLL CALL VOTE, MOTION CARRIED 5-0

B. Authorization for Staff to Sign Checks

Business Manager Weaver reported that the following individuals were being brought to the board for approval to sign checks during fiscal year 2018/2019: Scott Beveridge, Daniel Weaver, and Jessica Bach. The ESD continues to use Superintendent Beveridge's signature as a digitally-produced laser printed stamp for its accounts payable and payroll check runs.

IT WAS MOVED BY MEMBER JENSEN, SECONDED BY MEMBER WEBB TO:

Approve the recommendations of administration regarding persons authorized to sign checks during fiscal year 2018-2019.

ROLL CALL VOTE, MOTION CARRIED 5-0

C. Filing Budget Documents

Mr. Weaver reported that SOESD's 2018/2019 budget documents will be physically delivered to the assessor's and clerk's offices in Jackson, Josephine, and Klamath counties before Friday, July 13, 2018.

Miscellaneous

A. OSBA Summer Board Conference, July 20-22, 2018

Member Converse and Member Valtierra-Sanchez plan to attend. Jessica Bach plans to attend the pre-conference session.

B. All SOESD Staff Inservice, August 24, 2018

This year's All Staff Inservice will be held at Southern Oregon University in the Stevenson Union beginning at 8:30 a.m. Board members are welcomed and encouraged to attend.

C. Board Work Session

A date for the board work session remains to be determined.

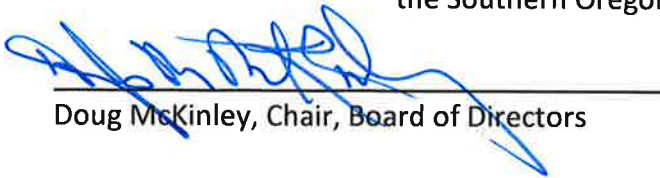
**D. Next Regular Meeting: September 19, 2018, 6:00 p.m.,
Southern Oregon ESD's Medford Office**

E. 2018 OSBA Annual Convention, November 8-11, 2018,

Portland Marriott Downtown Waterfront. Board members interested in attending are asked to let Jessica Bach know so that lodging arrangements can be made as soon as the reservation window opens

Adjournment

There being no further business, Chair McKinley adjourned the meeting of the Southern Oregon ESD Board of Directors at 7:15 p.m.



Doug McKinley, Chair, Board of Directors

Scott Beveridge
Superintendent/Clerk