

Jefferson County Education Service District

Board of Directors' Meeting

Minutes: April 5, 2017

1. **CALL TO ORDER.** Chair Dani Cowdrey opened the regular meeting of the Board at 7:05 p.m. at the Madras Performing Arts Center following a short break after the close of the Budget Committee meeting. Superintendent Rick Molitor and other Board members in attendance were Vice-chair Toni Brown, Marie Glenn, Denise Piza, Lindsay Foster-Drago, and Lola Hagman. Advisory member Barbara Ibrahim was present. Board member Daniel Petke did not attend. Local attorney for the JCESD, Tim Gassner, attended at the Superintendent's request. Staff members present included Barbara Garland, Director of Special Programs; Martha Bewley, Financial Officer; David Hicks, Director of Information Technology; and Jay Patrick, Technology Administrator. Cindy Stanfield recorded minutes. A few members of the public remained in the audience.

2. **ADOPTION OF AGENDA.** Lindsay Foster-Drago moved that the Board approve the agenda as amended by Superintendent Molitor to start with agenda item #4c and remove item #5. Motion carried. (6-0) Petke absent.

4c. **Reports.**

Culver Superintendent Stefanie Garber expressed appreciation to the ESD staff and Board saying she was extremely grateful for the services provided to Culver School District.

New Advisory Member to the JCESD Board. Barbara Ibrahim addressed the Board from her perspective as an active participant in Public Health Department initiatives. The Early Learning Hub Program, once a regional program, is now under the umbrella of the High Desert ESD with a goal of ensuring kindergarten readiness for children. Mrs. Ibrahim encouraged JCESD Board members to send a representative to the Early Learning Hub monthly Board meetings. More representation from Jefferson County is desired.

Superintendent Molitor advised the Board to either accept the invitation to join now or seek more information from the Early Learning Hub website before deciding. Barbara Garland added that the group is seeking curriculum for learning at all pre-schools and systems for teaching at the early childhood level. A rating system, QRIS, has been designed for early childhood-age childcare facilities. Better Together, a support group for grades 8 and 9, is also under their Board oversight. WEBCO is dissolving. It was recommended that the Early Learning Hub's by-laws be changed to add Jefferson County ESD to the governing Board with High Desert ESD. Denise Piza supported the idea. Many other early childhood groups are organized as representing the tri-county area. Dani Cowdrey concurred with researching the idea and connecting with Paul. Martha Bewley left the meeting.

3. **WORK SESSION:**

a. Proposed Draft of 2017-18 Local Service Plan. Superintendent Molitor worked in committee with Marie Glenn and Toni Brown to draft the proposed 2017-18 Local Service Plan. Discussion began with how to define parameters of service when non-core services are requested. It was suggested, for example, that assistance could be provided the first time at no charge. If more time was required then there could be a charge. Other comments and details:

- Page 14 was recognized as a succinct list of special education programs drafted by Barbara Garland.
- The signature lines were suggested to be moved to the end of the document.

- Superintendent Molitor presented slides showing demographics of all JCESD current employee positions by full time equivalent (FTE) for each position, licensed and non-licensed. Administrative and supervisory positions were listed which serve both the JCESD and Jefferson County School District. Barbara Garland further explained the breakdown of her contracted service: 235 days at .85 fte for Jefferson County School District and .15 fte for Culver School District. The remaining 25 of 260 annual contract days are assigned to Jefferson County ESD which equates to .09 fte.
 - Marie Glenn expressed concern that the Director's associated pay in the budget appeared excessive and that many hours were worked outside of 40 hours per week. Superintendent Molitor explained that vacation time had not been included within the two previous contracts (JCESD and JCSD) and compensation was made to remedy that while at the same time bringing the total pay to a comparable amount with like positions in other districts. Salary will be addressed again when contract adjustments are presented to the Boards for next fiscal year. Contracted work by nature is not limited to a typical work week for wage limitations according to attorney Tim Gassner. Mr. Gassner acknowledged Chair Cowdrey's observation that the position lacks clarity thereby making the position's many facets complicated to define. He suggested reviewing the contract with the new superintendent.
- b. Employment Offers and Contracts for Review with Board. Superintendent Molitor next presented his recommendation for employment contract renewal and offer of continued employment to be effective July 1, 2017, for current staff. Detailed contract and employment information, including salary and hourly rate schedules, was provided with a list of current JCESD employees. Superintendent Molitor asked the Board to approve or not approve continued employment for licensed staff, offers of employment to classified staff, and the recommendation for continuing contracted employment by administrative and supervisory staff members. Chair Cowdrey affirmed Special Programs Director's contract with the ESD was .09 FTE, and .15 FTE with Culver School District. Superintendent Molitor will meet with Tim Gassner to reach an accurate representation of the Director's contracted duties. Chair Cowdrey expressed appreciation to the JCESD staff recognizing their time and effort as valuable even while clarity is begin sought to reach a valid contractual representation.

4. INFORMATION AND REPORTS

- a. Superintendent Finalists Update. Superintendent Molitor reported one candidate remains of the two finalists selected. Contract negotiation is in progress.
- b. Board Member Elections. Denise Piza has submitted a letter of resignation from her position on the JCESD Board now that she has additional time commitments after being elected to the Madras City Council. Her position #1 will be open for the May election for which Kathy Marston is running unopposed. Marie Glenn is the incumbent for Position #5. Joan Starkel is running for Position #7 now held by appointee Toni Brown.
- c. Presentation to Culver School Board. Following postponement of several Culver Board meetings due to weather conditions, Superintendent Molitor attended a recent meeting of the Culver School Board and invited the Culver Board's input on the proposed 2017-18 Local Service Plan.
- d. Non-core Services List. Discussion of the "Additional Services" on page 21 of the proposed 2017-18 Local Service Plan found the list of non-core services available to constituent districts as requested to be an accurate representation as discussed.
- e. Fly Creek Sale Finalized. The Board was advised that the sale of the former Fly Creek School District property has been recorded.

~~5. HEARING OF CITIZENS, DELEGATIONS AND STAFF MEMBERS~~

Denise Piza left the meeting.

ACTION

6. CONSENT AGENDA

- a. ESD Board Meeting Minutes of March 1, 2017;
- b. Review of Bills
- c. Financial Report ending March 31, 2017

Toni Brown moved that the consent agenda (minutes of March 1st, bills presented for payment and March financial statement) be approved as presented. Lindsay Foster-Drago seconded the motion which passed. (5-0) Piza and Petke absent.

7. MEMORANDUM OF AGREEMENT with Black Butte School District for Assistive Technology Services.

This agreement was desired by Black Butte School District to bring the oversight of their new teacher under supervised training by Barbara Garland. In discussion, Dani Cowdrey reiterated that the services were researched and found to be non-core so it was agreed to take the agreement to the Board after the fact. Superintendent Molitor recommended approval as presented. **Lola Hagman moved that the Board approve the Memorandum of Agreement with Black Butte School District as presented. Lindsay Foster-Drago seconded the motion which carried. (5-0)** Piza and Petke absent.

8. O.A.E.S.D. SPRING CONFERENCE. Superintendent Molitor advised the Board that the OAESD Spring Conference begins May 18th. He suggested Board members attend with the new superintendent. Per person cost is \$250. Dani Cowdrey could not attend and Toni Brown declined to attend believing the cost to be too expensive. Marie Glenn may go for one day. Superintendent Molitor recommended the new superintendent attend.

9. BOARD MEMBER RESIGNATION / VACANCY. Superintendent Molitor announced that Denise Piza is resigning from the JCESD Board (Position #1). **Marie Glenn moved to accept the resignation of Denise Piza. Lola Hagman seconded the motion which carried. (5-0)** Piza and Petke absent. (Vacancy is official.)

10. EXECUTIVE SESSION. At 9:15 p.m., the Board met in executive session under the authority of ORS 192.660 (2)(a) for the purpose of selecting a new superintendent and ORS 192.660(2)(f) regarding records exempt from public disclosure. The executive session ended at 9:52 p.m.

11. ADJOURNMENT. **Toni Brown moved that the Board meeting be adjourned. Lola Hagman seconded the motion which carried. (5-0)** Piza and Petke absent.

Respectfully submitted,

Cindy Stanfield, Executive Assistant

Presented for Board Approval at May 3, 2017, Board meeting

Dani Cowdrey, Board Chair

Rick Molitor, Superintendent