



Jefferson County Education Service District  
Board of Directors Meeting Minutes  
December 5, 2017

**APPROVED**  
1/03/2018

**ATTENDANCE:** Chair Lindsay Foster-Drago; and the following Board members: Dani Cowdrey; Daniel Petke; Lola Hagman; other staff members present: Superintendent Ken Parshall, David Hicks (IT), Martha Bewley, CFO and Tessa Bailey, Executive Assistant

**ABSENT:** Marie Glenn; Joan Starkel and Barbara Garland (special education report) and [Kathleen Marston](#) (*absent, inadvertently left off draft minutes*)

**CALL TO ORDER/FLAG SALUTE:**

The meeting was called to order at 6:00pm by Chair Lindsay Foster-Drago

Superintendent Ken Parshall explained the two items added to the agenda as part of the action items (Local Service Plan proposed calendar and an executive session to discuss the superintendent performance).

**ADOPTION OF AGENDA:**

Daniel Petke moved to approve the agenda as submitted including the two additional topics added for discussion – Approved 4/0.

**INFORMATION AND BOARD HIGHLIGHTS:**

Superintendent Ken Parshall shared with the Board the FY17/18 Board/Superintendent Goals:

1. Timely development of local service plan.
2. Develop and implement a customer survey.
3. Develop and implement needs assessment.
4. Complete comprehensive studies and employee hand books.
5. Continue outreach to component districts.

He also introduced a proposed Local Service Plan Calendar as an action item to discuss. The desire is to work together as a committee to develop the local service plan draft; meet with component districts and bring the local service plan to the board for review; then have the final Local Service Plan ready for adoption by the due date of March 1, 2018.

Discussion took place regarding a customer service needs assessment. Superintendent Parshall shared that other superintendents encourage to 'combine' the needs assessment and customer service survey rather than doing two separately. Discussion took place with the Technology Director David Hicks regarding options for the needs assessment and customer service survey (online options, etc.) and the desire for the board to collaborate in the process.

It was agreed, a few questions about serving special needs and technology should be incorporated into the survey.

David Hicks, Technology Director provided a technology report; sharing numbers for chrome books and iPads (*see attached*) for the district. He also shared some critical technology tasks his group has been working on this school year. Black Butte – big gym remodel maneuvering technology; Black Butte Library – implementing the library systems; Culver – shifting 33% of their admin staff; breaking in a new person; swapping out technology; restructuring their gym network and researching a selection of chrome book models as Culver refreshes every three years. The Jefferson County School District uses chrome books; David explained the desire for online collaboration to break away from printer costs. The technology department has also finalized the JCMS camera upgrade. With money approved for technology they will be working on network upgrade. Other work being done is setting up password for younger kids; working on check-in / check-out system – name badges and ensuring the technology department can access data for emergency purposes.

Barbara Garland, was absent due to illness. Superintendent Ken Parshall presented a manual report from Barbara that included staff positions and service locations (*attached*).

**HEARING OF CITIZENS, DELEGATIONS AND STAFF MEMBERS** – No comments.

**ACTION ITEMS/ CONSENT AGENDA:**

Board Chair Lindsay Foster-Drago pulled these items from the consent agenda for discussion: Appoint JCESD Budget Committee Members Position 6 & 7 (509J) and Local Service Plan committee members calendar for discussion.

Time was spent reviewing bills and other consent agenda items. Lola Hagman moved to approve the action items minus two bottom items (minus Appoint JCESD Budget Committee Member Positions 6&7 (509J) and Local Service Plan committee members & calendar) – approved 4/0.

Discussion took place regarding budget committee members – action to approve Randy Bryant. Superintendent Parshall stated that a JCSD board member will be selected and voted on at next month's (January) meeting. Daniel Petke moved to approve Randy Bryant as BC Position 7 (509-J) – approved 4/0.

Local Service Plan Committee members discussed. Lola Hagman recommended Marie Glenn and stated because she is absent we will need to confirm with her. Chair Lindsay Foster-Drago said she would be available. [Committee members nominated: Lindsay; Lola & Marie] Dani Cowdrey moved to approve the following committee members (providing Marie accepts): Lindsay Foster-Drago, Lola Hagman & Marie Glenn - approved 4/0.

**OSBA ELECTIONS:**

Discussion took place regarding the OSBA Elections. Daniel moved to approve Patti Norris, Board of Directors; Cheri Helt, Legislative Policy Committee Position 3 and the Resolution recognizing – approved 4/0.

**EXECUTIVE SESSION:**

At 6:51pm - Per ORS 192.660(2)(i) the board met in executive session to discuss the performance and evaluation of the superintendent.

At 7:18pm the board reconvened in regular session with no action to take after the executive session.

**Reminders:**

Next meeting, Wednesday, January 3, 2018.

Chair Lindsay Foster-Drago adjourned the meeting at 7:23pm.

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Tessa Bailey, Executive Assistant

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Lindsay Foster-Drago, Board Chair

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Ken Parshall, Superintendent

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Date

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Date