



Jefferson County Education Service District  
BOARD OF DIRECTORS

**REGULAR SESSION BOARD MEETING MINUTES**

~~Wednesday, January 6, 2021~~ Rescheduled

**Thursday, January 14, 2021**

**MEETING LOCATION:**

This meeting will take place virtually via ZOOM:

**REMOTE ACCESS ONLY**

Topic: 20210106 JCESD Board Work Session and Meeting

Time: Jan 6, 2021 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82095922322?pwd=UjVCamxDZTNlcWhBeXE5alg2by8yUT09>

Meeting ID: 820 9592 2322

Passcode: 537633

Phone +1 (253) 215-8782 US (Tacoma)

Meeting ID: 820 9592 2322

Passcode: 537633

**2020/2021 Board Members:** Chair Jamie McLeod-Skinner; Vice-Chair Kathleen Marston; Joan Starkel, Daniel Petke, Dani Cowdrey, Jake Schwab and Board Advisor Barbara Ibrahim

**WELCOME - REGULAR SESSION / BUSINESS MEETING / PLEDGE OF ALLEGIANCE / ROLL CALL** Board Chair called the meeting to order followed by the Pledge of Allegiance at 7:05pm.

**AGENDA ADOPTION**

Suggestion was made to substitute [Action Item 5.C] the Organizational Plan/Staffing Structure with a new superintendent job posting committee.

Marie Glenn made the motion to substitute [Action Item 5.C] the Organizational Plan/Staffing Structure with a new superintendent job posting committee and adopt the agenda, seconded by Joan Starkel; motion passed – **Approved 7/0.**

**COMMUNICATION / PRESENTATIONS / REPORTS**

- **Board Appreciation Month** – Superintendent Ken Parshall shared about School Board Appreciation month and thanked the board for serving.
- **2022 Regional Teacher of the Year** - Superintendent Ken Parshall explained the 2022 Regional Teacher of the Year program and the nominations are currently open until the end of January.

**AMERICANS WITH DISABILITIES ACT:** Please contact Tessa Bailey at 541.475-6192 if you need accommodations to participate in the board meeting. Please call at least two days prior to the scheduled meeting date. Thank you

- 
- **Special District Election Information** - Superintendent Ken Parshall explained the special district election information.
  - **Student Investment Account Update (SIA)** - Superintendent Ken Parshall explained that there are two reports that are currently due.
  - **Potential change in 2020-2021 Board Meeting Dates** (*also action item*) - Superintendent Ken Parshall asked Board Chair Jamie McLeod-Skinner to speak on this topic. Board Chair Jamie McLeod-Skinner recently accepted an interim City Manger position (January – June) and the board meeting dates will be impacted, request and suggestion was made to possibly move the board meeting dates to another evening. It will be voted on later in the action items for the evening.

#### **HEARING OF CITIZENS, DELEGATIONS AND STAFF MEMBERS:**

**(Board Chair will offer opportunity during meeting)** The Board of Directors reserves this time for citizens to speak to the Board; because time is limited, as a standard practice, and courtesy to others and to maintain our meeting schedule, guests will be allotted three minutes (or less if needed, based board chair prerogative) to speak. If you have a group attending regarding the same topic, you will need to appoint one speaker.

**Written Comment:** The JCESD Board will accept public comment in writing prior to the meeting. If you are a member of the community and wish to provide a public comment they will be taken in written format ONLY. Written comments must be received by 1:00 pm on Thursday, January 14, 2021 and will be read during the public comment section of the virtual meeting. Thank you for your understanding and cooperation. Please submit your [COMMENT HERE](#)

Sierra Jackson submitted written comment that was shared in the board packet. Board Chair McLeod-Skinner provided the opportunity for the community to speak if they want to take themselves off mute and comment.

Sierra Jackson (employee of the JCESD) introduced herself and summarized the document submitted for comment, sharing that she agrees that the SIA coaching and technical support components be included in the job description, and to also consider what the district and JCESD have already implemented, that they keep them as a priority. She also shared that they remain a resource and stressed the importance during this difficult time of COVID-19.

#### **ACTION ITEMS**

##### **A. Consent Agenda**

1. Approval of **December 2, 2020** Meeting Minutes
2. Approval of **December 14, 2020** Meeting Minutes
3. Financials
4. Accounts Payable Vouchers
5. Personnel Update (if any)

---

**AMERICANS WITH DISABILITIES ACT:** Please contact Tessa Bailey at 541.475-6192 if you need accommodations to participate in the board meeting. Please call at least two days prior to the scheduled meeting date. Thank you

---

Daniel Petke motioned to approve the consent agenda as presented, seconded by Kathy Marston; motion passed – **Approved 7/0.**

**B. 2021-2022 Local Service Plan**

Superintendent Ken Parshall explained the Local Service Plan for 2021-2022 and shared that all four component districts expressed satisfaction with services received and wish to continue to receive services in special education and technology services. He also explained that last year we included technical support coaching through the SIA process.

Marie Glenn motioned to approve the 2021-2022 Local Service Plan as presented, seconded by Dani Cowdrey; motion passed – **Approved 7/0.**

**C. ~~New Superintendent – Organizational Plan / Staffing Structure~~ Superintendent Job Posting Committee**

Joan Starkel clarified – this committee would prepare a job description and a job posting to present to the board. Board Chair Jamie McLeod-Skinner asked Superintendent Parshall to comment on the clarification. Superintendent Parshall said there are a few options: the committee can act on behalf of the board, or the committee can prepare it and bring it back to the board. Board Chair McLeod-Skinner asked the board if there are comments or questions.

Discussion took place about what option the board would prefer – to delegate the authority for the committee to act on behalf of the board, or have the committee bring back to the board.

Joan Starkel and Dani Cowdrey volunteered to be on the committee for the superintendent job posting committee

Dani Cowdrey motioned to create the superintendent job posting committee, accepting Joan and herself as volunteers for the committee to work with Superintendent Ken Parshall to develop the draft posting for the position and bring back to the board for approval, seconded by Kathy Marston; motion passed – **Approved 7/0.**

**D. Approve New Superintendent Position Process**

1. Job Description
2. Recruitment Process

Discussion took place regarding whether to vote on this action item separately or delegate it back to the committee. Both Joan Starkel and Dani Cowdrey agreed to accept this as an additional task for the committee.

Board Chair McLeod-Skinner requested the motion to defer this action item to the newly established committee.

---

Daniel Petke motioned to defer the new superintendent job description and recruitment process back to the newly established committee, seconded by Marie Glenn; motion passed – **Approved 7/0.**

**E. Appoint to Budget Committee Position 7**

- Kira Fee, Director of Student Services JCSD 509J

Joan Starkel motioned to appoint Kira Fee, Director of Student Services JCSD 509J to the budget committee position 7, seconded by Daniel Petke; motion passed – **Approved 7/0.**

**F. Potential change in 2020-2021 Board Meeting Dates**

Discussion took place regarding the potential dates. The board agreed that the first Thursday of the month worked for all of them. CFO Martha Bewley also asked if we should be changing the budget committee meetings that fall of Wednesday to Thursdays. Discussion took place regarding the budget committee meeting dates needing changed.

Dani Cowdrey motioned to adjust meeting dates (February through June) from the first Wednesday of the month to the first Thursday of the month (with the exception of April - the meeting and budget committee meeting), Joan Starkel seconded the motion; motion passed – **Approved 7/0.**

**G. 2022 Regional Teacher of the Year board panel**

Superintendent Parshall explained the 2022 Regional Teacher of the Year board panel. Discussion took place regarding a potential board panel. Daniel Petke and Board Advisor Barbara Ibrahim agreed to be on the panel.

Dani Cowdrey motioned to include Barbara Ibrahim and Daniel Petke for the 2022 Regional Teacher of the Year selection committee, seconded by Kathy Marson; motion passed – **Approved 7/0.**

**H. Policy Update (remaining from OSBA November 2020)**

1. GCBDA/GDBDA – Family Medical Leave
  - i. GCBDA/GDBDA-AR(1) – Oregon Family Medical Leave (OFLA)
  - ii. GCBDA/GDBDA-AR(2) – Employee Request for OFLA Leave
  - iii. GCBDA/GDBDA-AR(2) – Sample Letter to Employee (OFLA Leave)
  - iv. GCBDA/GDBDA-AR(4) – OFLA Eligibility Notice to Employee
  - v. GCBDA/GDBDA-AR(5) – OFLA Medical Certification
  - vi. GCBDA/GDBDA-AR(6) – Oregon Military Family Leave
  - vii. GCBDA/GDBDA-AR(7) – Designation Notice – OFLA
  - viii. GCBDA/GDBDA-AR(8) – Fitness-for-Duty Certification

---

Board Chair McLeod-Skinner clarified the differences between action item H. Policy Update (remaining from OSBA November 2020) and I. GCBDA/GDBDA – Family Medical Leave.

Martha Bewley explained the policy updates. Discussion took place.

Marie Glenn motioned to approve GCBDA/GDBDA – Family Medical Leave polices (i-viii.), seconded by Jake Schwab; motioned passed – **Approved 7/0.**

**I. Rescind Policy GCBDA/GDBDA & GCBDA/GDBDA-AR(1) effective immediately**

Superintendent Parshall explained the recommendation to rescind the policies related to COVID-19.

Dani Cowdrey motioned to rescind the COVID related policies effective immediately, seconded by Kathy Marston; motion passed – **Approved 7/0.**

**BOARD HIGHLIGHTS**

- Excited to hear there are plans for the kids to get back in school.
- Vaccinations for the teachers.

**REMINDERS**

- Steve Rankin Work Session, **February 3, 2021 (5pm)**
- Teacher of the Year 2022 – nominations close **January 31, 2021**; applications due **March**
- Next board meeting **February 3, 2021 (6pm)**
- Local Service Plan deadline, **March 1, 2021**
- 2021 Special District Election **May 18, 2021** (*first day to file February 8, 2021, last day to file, March 19, 2021*)

**MEETING CLOSURE/ADJOURNED**

With no further business Board Chair adjourned the meeting at 7:05pm.

**DRAFT to Board for Approval at next meeting:  
February 4, 2021**

\_\_\_\_\_  
Tessa Bailey, Executive Assistant

\_\_\_\_\_  
Jamie McLeod-Skinner, Board Chair

\_\_\_\_\_  
Ken Parshall, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

---

**AMERICANS WITH DISABILITIES ACT:** Please contact Tessa Bailey at 541.475-6192 if you need accommodations to participate in the board meeting. Please call at least two days prior to the scheduled meeting date. Thank you