



**Jefferson County Education Service District  
BOARD OF DIRECTORS BOARD MEETING MINUTES**

**Thursday, February 4, 2021**

**MEETING LOCATION:**

Due to Governor Brown's order to "Stay Home – Save Lives"  
this meeting will take place virtually via ZOOM:

**REMOTE ACCESS ONLY**

Topic: 20210204 JCESD Board Work Session and Meeting

Time: Feb 4, 2021 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86599059517?pwd=QlFQVUtJV0tyNTJsU0dOeG9odkx4QT09>

Meeting ID: 865 9905 9517 Passcode: 214760

Phone: (253) 215-8782 Meeting ID: 865 9905 9517 Passcode: 214760

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

**WELCOME - REGULAR SESSION / BUSINESS MEETING / PLEDGE OF ALLEGIANCE / ROLL CALL**

Board Chair Jamie McLeod-Skinner called the meeting to order followed by the Pledge of Allegiance.

**ATTENDANCE:** Board Chair Jamie McLeod-Skinner; Vice-Chair Kathleen Marston; Joan Starkel, Daniel Petke, Dani Cowdrey and Jake Schwab

**ABSENT:** None. Jake Schwab had connectivity issues resulting in intermittent attendance.

**AGENDA ADOPTION**

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

**COMMUNICATION / PRESENTATIONS / REPORTS**

- **2022 Regional Teacher of the Year**  
Superintendent Parshall explained the timeline for the 2022 Teacher of the Year process and said Jefferson County had seven nominations.
- **Updated Board Calendar**  
Superintendent Parshall said the board calendar was updated with the new board meeting day (Thursday) voted on at the last meeting and is included in the board packet.

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- **Updated Budget Calendar**

Superintendent Parshall explained that the budget calendar was updated in line with the new board meeting dates and is in the board packet.

- **JCESD Local Service Plan update**

Superintendent Parshall shared that the Local Service Plan has been sent to all component districts and is on their agenda for approval at the next upcoming board meeting – it is expected to be adopted by all component districts prior to the March 1<sup>st</sup> deadline.

- **OAESD Governance Council Update**

Superintendent Parshall and Marie Glenn shared about the recent OAESD Governance Council meeting that took place via Zoom this morning (February 4, 2021).

### 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, February, 2021 and will be read during the public comment section of the virtual meeting. Thank you for your understanding and cooperation.

There were no comments submitted for the evening.

### ACTION ITEMS

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

1. Approval of **January 14, 2021** Meeting Minutes
2. Financials (December 2020)
3. Accounts Payable Vouchers
4. Personnel Update – NONE

Kathy Marston moved to approve the consent agenda as presented, seconded by Joan Starkel; motion passed – **Approved 7/0.**

#### B. **Piper Sandler engagement letter for 2021-23 Pension Bond**

CFO Martha Bewley explained the engagement letter and the commitment of the board; she explained all we are committing to today is signing the letter to see if it will be beneficial for us. Discussion took place.

Joan Starkel motioned to approve the Piper Sandler engagement letter for 2021-23 Pension Bond as presented, seconded by Marie Glenn; motion passed – **Approved 7/0.**

Board Chair McLeod-Skinner thanked CFO Martha Bewley for protecting the financial interests of the ESD.

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## C. Approve New Superintendent Position Process

### 1. Superintendent Search Timeline Calendar

Joan Starkel explained the proposed Superintendent Search Timeline Calendar as developed by the committee (Joan Starkel and Dani Cowdrey, with the assistance of Superintendent Ken Parshall); she explained the presented calendar is a guide to go by, they will try to the best of their ability to keep to the dates, but there is a need to be flexible as they proceed.

Discussion took place regarding the websites to post the superintendent position to; Board Chair Jamie McLeod-Skinner respectfully suggested other potential sites (nationwide) for consideration as a proactive statement from our board that we value our community and respect the diversity within our community – she explained, we are just expanding our pool of candidates, they will still need to go through the process and we will still select the best qualified candidate for the district but it demonstrates the sense of value to the diverse community. Discussion took place regarding potential specific websites, but the fact that the timeline/calendar states ‘other relevant sites’ it opens it up to additional sites with having to mention specifics – the board chair will research and provide other potential sites.

Kathy Marston motioned to approve the proposed Superintendent Search Timeline Calendar under the guideline to be flexible, seconded by Dani Cowdrey; motion passed – **Approved 7/0**.

### 2. Superintendent Job Posting

Joan Starkel thanked Superintendent Parshall for his assistance in preparing the job posting and explained the proposed Superintendent Job Posting was developed from the actual policy.

A lengthy discussion took place about including a statement to the position description of the diversity of our district, and the desire to add more depth to include specific minority groups that we serve. There was conversation and consideration to include Warm Springs and the fact it is a sovereign nation. The conversation continued considering an enhanced description taking into consideration our geographical boundaries and diverse ethnic groups. Superintendent Parshall shared some options to consider. Board Chair Jamie McLeod-Skinner expressed the importance of our board to acknowledge and show respect for the diversity in our community in order to welcome a broader range of diverse applicants – stating that it is fundamental. There was concern about leaving people out when trying to list specific ethnic groups; therefore the decision was to keep the statement as ‘our districts serve diverse communities across a large rural geographical area.’ The board discussion concluded that the candidates will do the research and get to know about the diversity in our district on their own. It was also noted that this is a part-time position with our district.

Marie Glenn motioned to approve the proposed Superintendent Job Posting with the added description [*The component districts serve diverse communities across a large rural geographical area*], seconded by Dani Cowdrey; motioned passed – **Approved 6/1**, *opposed by Board Chair Jamie McLeod-Skinner for reasons noted*.

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**REMINDERS:**

- Teacher of the Year 2022 – nominations closed **January 31, 2021**; applications due in **March**
- Local Service Plan deadline, **March 1, 2021**
- Next board meeting **March 4, 2021 (6pm)**
- 2021 Special District Election **May 18, 2021** (*first day to file February 8, 2021, last day to file, March 19, 2021*)

**EXECUTIVE SESSION [MID-YEAR FEEDBACK ON SUPERINTENDENT] – CLOSED TO THE PUBLIC**

**NOTE START TIME: 7:20PM**

In accordance with ORS 192.660(2)(i) the board will meet to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session.

**NOTE END TIME: 7:55PM**

**RECONVENE IN REGULAR SESSION**

**BOARD HIGHLIGHTS:**

- Nice to see school buses
- Superintendent Parshall would be happy to answer any questions that any applicants may have.

**MEETING CLOSURE/ADJOURNED**

With no further business Board Chair adjourned the meeting at 7:59pm.

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

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Tessa Bailey, Executive Assistant

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Jamie McLeod-Skinner, Board Chair

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Ken Parshall, Superintendent

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Date

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Date