



Jefferson County Education Service District
BOARD OF DIRECTORS MEETING MINUTES

Wednesday, June 3, 2020

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

REMOTE ACCESS ONLY

Topic: JCESD Board Meeting 20200603

Time: Jun 3, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88532830100?pwd=TEJEUlpVdnNDakJ4bVhVZUdZUXFrUT09>

Meeting ID: 885 3283 0100

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Phone: 253 215 8782

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Password: 1832346

2019/2020 Board Members: Chair Joan Starkel, Dani Cowdrey; Daniel Petke; Vice-Chair Kathleen Marston; Marie Glenn; Jamie McLeod-Skinner; Jake Schwab and Board Advisor Barbara Ibrahim

ATTENDANCE: Chair Joan Starkel; Dani Cowdrey; Daniel Petke; Marie Glenn and Jamie McLeod-Skinner and Board Advisor Barbara Ibrahim

ABSENT: Vice-Chair Kathy Marston; Jake Schwab

WELCOME - REGULAR SESSION / BUSINESS MEETING

Board Chair Joan Starkel called the meeting to order after the Pledge of Allegiance at 6:05pm.

AGENDA ADOPTION

Marie Glenn moved to approve the agenda as presented, seconded by Jamie McLeod-Skinner; motion passed – **Approved 5/0.**

COMMUNICATION / PRESENTATIONS / REPORTS

- **Regional Teacher of the Year announcement** – Superintendent Ken Parshall informed the board that the Regional Teacher of the Year 2020-2021 is Melanie Friend from Ashwood School District.

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- **Steve Rankin Memorial Grants presentation** - Cynthia Lofts shared a wonderful presentation to the board on her Steve Rankin grant award she received last year. She shared the history of the grant and how it transitioned with her to high school after request was made; she shared various photos within the presentation and explained the process of student's blueprints (for drawing something to scale) and a brief video on a student built model of a roller coaster. The board members were impressed with the presentation. Jamie McLeod-Skinner made a comment that it appeared (from the video) that the requirements look very similar to that of a project for a first year college engineer course – very impressive, good job. Cynthia Lofts shared that students were very involved and took responsibility on their projects, she is very proud of them.
 - **COVID-19 Update** – Superintendent Parshall shared that we made COVID-19 update a standing agenda item; we are following the State guidelines as we end the school year and facilities may be used as long as they comply with the guidance issued by the State. There has also been guidance released for summer schools. ODE has promised guidance (expected on June 8th) for fall opening and what that will look like. There will be health requirements to abide by as well; but many unknowns and many discussions taking place – he just wants to make the board aware that those conversations continue.

Jamie McLeod-Skinner asked about the provision of meals and whether they will continue serving them at the end of the school year. Superintendent Parshall explained that the federal government regulates the reimbursement and the districts have a choice, they can provide meals up through August 31st. It is individual district decisions. Jefferson County will be providing reimbursable meals though August 31st.

Chair Joan Starkel asked about the summer meal program and if it will be the same that has been provided in the past. Superintendent Parshall said it would be an extended program we will be providing, and we will be reimbursed for those costs.

Jamie McLeod-Skinner had another question regarding COVID-19 and the facilities being used and making sure that we are “upping our game” concerning the extra (assumable required) cleaning and protection and if we have the resources. Superintendent Parshall said yes, and we will have opportunity for reimbursement for the cost of some of the materials for cleaning – we will continue using PPE for food service, custodial, any staff working with students. Some may be reimbursed under the CARES Act and possible FEMA reimbursement as well. He asked CFO Martha Bewley to comment further on the potential revenue source from FEMA.

CFO Martha Bewley shared that she completed the application process for 509-J today and has attended webinars to understand the portal and how the grant money works. She will know more in July after more information comes out and will learn more about what we may be eligible for in reimbursements.

- **OSBA Proposed Policy Updates for May 2020 – 1st Reading**
 - GBL – Personnel Records *, Required
 - GBLA – Disclosure of Information, Highly Recommended
 - GBN/JBA – Sexual Harassment, Required, New Version
 - GBN/JBA-AR – Sexual Harassment Complaint Procedure, Required, New Version
 - IGBAH-AR – Special Education – Evaluation and Eligibility Procedures**, Required
 - JBA/GBN – Sexual Harassment, Required, New Version
 - JBA/GBN-AR – Sexual Harassment Complaint Procedure, Required, New Version

Superintendent Parshall explained the first reading of the OSBA proposed policy updates and reminded the board that they are not up for action this evening but will allow time for thorough review and will come to the board for a 2nd reading and action next month.

Jamie McLeod-Skinner asked about the specific policy, ‘about not disclosing any information’ - the concern being, if there were a charge they found to be true (against an employee) and policy is not to disclose information than theoretically an individual could potentially go on to other locations and cause further harm to others – that would be a concern for her; she would like to know more about that policy and will take time to read them prior to the second reading. Superintendent Parshall said he would research the policies further to clarify and confirm prior to the second reading.

- Steve Rankin Memorial Grant application scoring review for 2020-2021 – Superintendent Parshall shared that the application review is an action item this evening and can be discussed in more detail at that time.

HEARING OF CITIZENS, DELEGATIONS AND STAFF MEMBERS: (needs updated)

*Due to the COVID-19 statewide restrictions and Governor Brown's "Stay Home, Save Lives" order, the Jefferson County ESD 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 **Wednesday, June 3,, 2020** and will be read during the public comment section of the virtual meeting on - Thank you for your understanding and cooperation. Please submit your [COMMENT HERE](#) - There were not comments this evening.*

Board Chair Joan Starkel asked if there are any questions or comments regarding the consent agenda. With no comments, Chair Starkel called for a motion on the consent agenda.

ACTION ITEMS

A. Consent Agenda

1. Approval May 6, 2020 - DRAFT Meeting Minutes
2. Monthly Financial Report (April 30, 2020)
3. Accounts Payable (5/11 & 5/22)
4. Personnel Action – (Recommendation for hire: Randy Todd Eckhart, Teacher-Behavior)

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Marie Glenn motioned to approve the consent agenda as presented, seconded by Jamie McLeod-Skinner; motion passed – **Approved 5/0.**

B. Resolution #21-01, Annual Procedures

Superintendent explained about the annual resolution.

Jamie McLeod-Skinner said as she read through the document she was wondering about designees (if someone is not available) and asked if that is just assumed that the authorization would carry through a designee, or if it needs to be specified somewhere. Superintendent Parshall explained that CFO Martha Beweley is assigned as the deputy clerk and that gives her authority over most of those actions.

Jamie McLeod-Skinner motioned to approve Resolution #21-01, Annual Procedures as presented, seconded by Dani Cowdrey; motion passed – **Approved 5/0.**

C. Resolution #21-02, Adopting Participation in the Oregon ESD OESD P-20 Network for 2020-2023 - Superintendent Parshall explained the P-20 Network resolution for 2020-23 and shared that this is the annual agreement to continue in that collaboration process.

Marie Glenn motioned to approve Resolution #21-02, Adopting Participation in the Oregon ESD OESD P-20 Network, seconded by Dani Cowdrey, motion passed – **Approved 5/0.**

D. FY2021-2022 Budget Calendar (*June 3, 2020 – August 14, 2021*)

CFO Martha Bewley explained that the budget calendar outlines the budget tasks for next year, appointing new budget committee members, dates, and is very similar to that of the last few years.

Jamie McLeod-Skinner asked if there is a selection process for new budget committee members and if we reach out to the community – is there an advertising component. Martha Bewley explained that usually these positions apply to the schools of each of the component districts and they appoint – the school districts decide and we (the JCESD) support the component districts.

Dani Cowdrey clarified the discussion is about the budget calendar and not the board calendar. CFO Bewley confirmed that we are discussing the budget calendar. Board Chair Starkel asked if there are any more comments or discussion; with none requested, she called for a motion.

Daniel Petke moved to approve FY2021-2022 Budget Calendar (June 3, 2020 – August 14, 2021), seconded by Jamie McLeod-Skinner, motion passed – **Approved 5/0.**

E. Healthy and Safe School Plan

1. Radon Testing Plan

2. Integrated Pest Management Plan

Superintendent Parshall presented the plan, explaining that the Oregon Department of Education has approved it, and that it is a requirement for all schools in the state of Oregon. He also explained it covers the posting of results after the required testing.

Discussion took place regarding the Healthy and Safe School Plan and the required testing that will take place. Marie Glenn asked if we hire a company to do the required testing. Superintendent Parshall explained that we have a choice of hiring, but the JCSD 509-J staff will be asked to do the work because they are certified for the task. Marie Glenn asked if we have employees that are certified to do the required testing; Superintendent Parshall said that we do, at our component district 509-J, so they will be asked to do the service. Daniel Petke asked if it is an annual requirement for the board to approve. Superintendent Parshall explained that it is a new law, the plan required approval by ODE prior to being done and they have had a backlog. Dani Cowdrey said that Ashwood has been working on theirs for some time. Jamie McLeod-Skinner asked if the lead paint and radon are all basic requirements of statute. She also asked does the pandemic open up additional requirements for testing. Superintendent Parshall said that the COVID-19 pandemic topic is not in this particular plan, but districts are working on an infectious disease process to include a plan and policy that will eventually be brought forward. Jamie McLeod-Skinner noted the plan includes testing water but Warm Springs has had problems with water in general and asked if this plan includes a process when access to a basic resource is an issue. Superintendent Parshall explained that the Warm Springs water issue is a completely different issue from this plan; he explained that the Warm Springs water issue had to do with the infrastructure around water supply. However, as they test the water at the school facility some of that can be impacted.

Discussion continued around the water topic. Barbara Ibrahim asked about water access related to COVID-19 requirements (using the middle school as an example in regards to handwashing) and asked if it can be looked at over the summer in order for the students to adequately wash their hands. Superintendent Parshall said that all the schools washing stations have to be functional and will be checked prior to start-up. He also said that the schools will include sanitizer stations and have a protocol for sanitizing. Joan Starkel made a comment about having water testing done previously in our service district areas. Daniel Petke suggested as we move forward with guidelines if there is an opportunity to collaborate with smaller districts; keeping in mind, that we have a bigger purchasing power to supply everyone. Superintendent Parshall agreed and shared that the OAESD wants us to keep them informed to possibly make purchases at a statewide level.

Jamie McLeod-Skinner noted the testing requirements and asked a question regarding potable water - is there testing that (other than the lead and radon) makes sure that the

water is drinkable. Superintendent Parshall said that testing is done by the entity that supplies and maintains the water. Jamie questioned in more detail about the testing of the water from the source and the distribution line; asking if there is testing done within the facilities that tests the drinkability of the water. Superintendent Parshall said the requirements in the plan are specific and he will have to look into any additional water testing that we may do. Daniel Petke shared that Black Butte is on a well and are required to do testing required at the county level for the State. Superintendent Parshall said he would check to see if there is another kind of testing. Board Chair Starkel asked if there are additional questions or a motion to approve the plan.

Dani Cowdrey moved to approve the Healthy and Safe School Plan to include the Radon Testing Plan and Integrated Pest Management Plan, seconded by Marie Glenn; motion passed – **Approved 5/0.**

F. Superintendent Contract Addendum

Superintendent Parshall presented the Superintendent Contract Addendum explaining that when he was hired by ESD and negotiated his contract, there was an additional stipend in lieu of contribution in PERS (saving the ESD money) the Senate Bill 1049 now requires the districts to pay even if the employee is not a participant and is retired from the system. He believes it has (unintentionally) hurt rural school districts and further explained about the previous agreement and how this change has lessened the savings for the ESD; he is asking the board to make the action retro to January 1st since that is when the SB 1049 came into effect. In summary, the request is to reduce the stipend from approximately \$3,000 a year down to 6% of his compensation; he said there is no benefit to him.

Marie Glenn asked how much (amount) is the contribution for the superintendent for the ESD. CFO Martha Bewley said she would look that up.

Jamie McLeod-Skinner said she sent a question via email after receiving the superintendent contract addendum; it is her understanding this agreement is replacing existing language 3A from the existing language and is providing the proposed language however she is not seeing the existing language; would like to know if she could see that in order to see what was changed. Superintendent Parshall sent a photo of the applicable section to the meeting host to have displayed on the screen for the board to see.

Conversation continued regarding the superintendent’s contract addendum

After research, CFO Martha Bewley shared the percentage we currently pay to PERS for the superintendent is 32.03% - on his wages. Marie Glenn asked if we are paying that now – CFO Bewley said yes, we started paying that effective January 1, 2020 when the new law went into effect.

Conversation continued; some board members expressed a desire to table the conversation until they had more time to review and look at the numbers. Superintendent Parshall

explained that this was not intended to be a negotiation; the intent of the benefit reduction is a cost savings to the ESD and he is fine with tabling the conversation until a later date if that is the board's desire.

Dani Cowdrey expressed appreciation for this matter being brought to the board in this way. Jamie McLeod-Skinner also expressed appreciation for bringing this to the board and shared that in the spirit of the initial contract that took place and the language concerns, any delays in a decision is only for making sure of the language and understanding of the numbers. Board Chair Starkel clarified the understanding to take it off the table to get a better understanding until better understanding. Superintendent Parshall said we could take it off the table to get additional information if that is what the board wants.

Discussion continued. Daniel Petke asked about the plan to go retro back to January and expressed concern about going into a new budget year starting in July 2020 - will it affect budget bringing it back rather than handling it now.

Board Joan Starkel expressed her thought to accept this addendum and begin July 1st. Jamie McLeod-Skinner expressed an agreement in accepting the addendum and said she would move to make changes as proposed but use the savings identified to a particular purpose or hardship caused by the pandemic. Daniel Petke questioned if it is possible to allocate funds in that way and suggested if they may consider using the savings for additional grants or something.

Discussion continued about potential options of how to allocate the funds but not making it difficult for the business office in working with the budget.

Jamie McLeod-Skinner amended the motion to accept proposed Superintendent Contract Addendum and allocate the savings from that (approximately \$600-700) to the JCESD grant program. Daniel Petke posed a question to consider the future years and whether we should specify if it does not go to the grant program that it go into another fund.

Jamie McLeod-Skinner thanked Daniel for the good point and amended the motion to accept the proposed Superintendent Contract Addendum and allocate all the savings from that (approximately \$600-700) to the JCESD grant program for FY2020-2021 and have any savings in future go into the general fund; motion was seconded by Daniel Petke, motion passed – **Approved 5/0.**

The Board members thanked Superintendent Parshall for bringing this to their attention and clarified that this will take place for the June 2020 payroll period.

G. Oregon Association of Education Service Districts (OAESD) Ballot for Election of Chair-Elect - Kelly Bissinger (Intermountain ESD)

Jamie McLeod-Skinner moved to elect Oregon Association of Education Service Districts

(OAESD) Ballot for Election of Chair-Elect - Kelly Bissinger (Intermountain ESD), seconded by Dani Cowdrey, motion passed – **Approved 5/0**.

H. This new policy and the administrative regulations are highly recommended.

GCBDAAGDBDAA - COVID-19 Related Leave

Superintendent Parshall explained the new proposed policy updates and explained that due to the nature of the policy we are requesting it go through for approval during first reading to get in place during this COVID-19 time.

Daniel Petke asked if this is required. Superintendent Parsall said it is not required but it is highly recommended and in-line with the law as a benefit to the employees.

Jamie McLeod-Skinner asked if this policy is for if the employee gets sick or if a family member gets sick and if testing will be required. Dani Cowdrey explained that there are different leave criteria and provisions depending on the circumstances. Discussion took place regarding the recommended policy. Jamie McLeod-Skinner asked what circumstance or provision we would be approving. Superintendent Parshall explained that it would be in-line with the law and necessary during this pandemic period. Daniel Petke asked if we will have to revisit this policy to remove it later and does not feel the need to approve the policy if it will require coming back and removing it in a few months. Superintendent Parshall read that the policy reads that it will be in effect until the temporary laws expire, so when the law expires the policy will also expire.

Jamie McLeod-Skinner made motion to accept the COVID-19 related policy (GCBDAAGDBDAA - COVID-19) Related Leave as proposed until the temporary law expires (making it clear that the board will not need to come back for an additional reading), seconded by Marie Glenn; motion passed – **Approved 5/0**.

I. Steve Rankin Memorial Grants Awarded for 2020-2021

Board Chair Joan Starkel requested a view of the spreadsheet of the Steve Rankin Memorial Grant applicants and opened it up for discussion. She also clarified the budget of \$6,000 (and whatever savings from the superintendent's contract addendum) with CFO Martha Bewley.

Joan Starkel made a recommendation to fulfill the top 13 applicants at \$500 each bringing it to about \$6,500. Discussion took place.

Marie Glenn asked if the application process specifies that applicants must be a certified employee as she noticed there are a few classified applicants. Discussion took place about the history of the grant process and whether it should be open to both certified and

classified employees. Another question was if applicants could apply for more than one grant. It was decided that the program remain as is this year and any desired changes will be discussed and decided for future programs during the fall planning.

Discussion took place about all of the applicants and the individual scoring by each of the board members. There was concern regarding students taking a trip to Portland during this pandemic period. Meeting host David Hicks worked calculations on the spreadsheet as the board members discussed their scores for each applicant.

Board members shared their personal thoughts about the various applications, the value of the programs proposed and scoring for each as the totals were calculated based on their conversation to be sure, they maintained within the specific grant budget guidelines.

A suggestion was made (for future applications) to have more weight on the benefits of the programs and what they can bring to the students, the school and district.

Conversation took place about this year's grant budget balance and whether we will extend time for them to spend their grant money due to the COVID-19 pandemic. CFO Martha Bewley said currently the applicants have spent approximately \$4,300 of the \$6,000 budget but she does not know what is pending at this time.

Board Chair Joan Starkel proposed that each applicant be awarded \$500 (with the exception of the last one) and it would total \$6,813.95.

Barbara Ibrahim asked if there is a deadline for the previous cycle to get their requests in – if there is money left over maybe that money can go towards applicant #5. Jamie-McLeod-Skinner suggested that we get a report back on expenditures and possibly award another applicant based on that report.

Discussion took place about the concerns of travel and activities during the COVID-19 pandemic.

Jamie McLeod-Skinner motioned to award the top 14 at \$500 (except #5) and to be reviewed in 3-4 months from now to potentially award the last one; seconded by Dani Cowdrey for up to \$7,000; motion passed – **Approved 5/0.**

Board Secretary will draft a letter to winners for board review. Daniel Petke suggested adding a statement *'inform us if you do not intend to use this grant or if there are amendments needed based on COVID-19 restrictions.'* The board may need to review and re-approve if we are in that situation. The board agreed with that suggestion. Board secretary

will draft an award letter for review at next meeting.

CFO Martha Bewley also made a request that we wait to send out award letters until after June 30th to allow for closing out of the current year before people start requesting to order for their grant award.

BOARD HIGHLIGHTS

Jamie McLeod-Skinner said a lot is going on in our country and across our state; with a lot of anger around social justice issues; she believes and has great confidence in all her colleagues, the good intent and all the work they are doing, and our schools are doing. She thinks this frustration we are seeing emerge politically really underscores our need to make sure that all voices are heard; even in the capacity of an ESD (as an elected body) and that we are hearing voices and addressing equity issues. She continued- that she has raised questions in the past (and will continue to do so) about having all voices at the table, and whether we have representatives from all communities. What we are seeing underscores that if it is not addressed proactively, it can explode into anger, frustration and rage. She greatly appreciates all her colleagues, the goodwill and commitment to public service that we bring forward; and that we make even greater efforts to reach out, incorporate the diversity of our communities, and make sure those voices are at the table; and we are factoring that in to our decisions. It will help to demonstrate that we are taking proactive efforts and to respect everyone in our county that we serve.

Barb Ibrahim said she has been working with ESD staff on some IEP meetings as part of the cocoon process; shout out to Barbara Garland for all the professional work, the planning and thoughtfulness that has gone behind the work. She explained that she has worked with many of these families since birth and now they are seeing them off to kindergarten... seeing that come together has been heartwarming.

David Hicks, director of technology wanted to express appreciation for the way Culver School District handled the difficult situation after the recent storm.

Superintendent Parshall said he would like to share the highlight about people working hard and caring about each other. Many of the people in our district do not have internet coverage and this has been a difficult situation but people have been thoughtful, caring and understanding. He is grateful for the support of the community.

REMINDERS

- Next board meeting **July 1, 2020 @6pm**

Planning – Mark Your Calendars:

- ~~July 10-12, 2020 – OSBA Summer Board Conference, Bend – Riverhouse~~

Board Secretary Tessa Bailey emailed the board members the information about the OSBA virtual

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board conference.

MEETING CLOSURE/ADJOURNED

With no further business, the Board Chair adjourned the meeting at 8:40pm

**DRAFT to Board for Approval at next meeting:
July 1, 2020**

Tessa Bailey, Executive Assistant

Joan Starkel, Board Chair

Ken Parshall, Superintendent

Date

Date

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