



Jefferson County Education Service District

295 SE Buff Street, Madras, OR 97741

Board of Directors Meeting Minutes

August 7, 2019 - 6:00PM

APPROVED
9/04/2019

ATTENDANCE: Chair Joan Starkel, Dani Cowdrey, Marie Glenn, Vice-Chair Kathy Marston, Jamie McLeod-Skinner, Barbara Ibrahim and Daniel Petke joined us remotely via zoom.

ABSENT: NONE

REGULAR SESSION / BUSINESS MEETING – Board Chair Joan Starkel called the meeting to order at 6:00PM followed by the Pledge of Allegiance.

AGENDA ADOPTION – Superintendent Parshall requested to add an action item - the ESD Employee Handbook for Administrative, Classified, Confidential and Supervisory staff.

Jamie McLeod-Skinner asked about the role of the board for handbooks, as it was not included in the packet for review - it was carried in as a discussion item. Superintendent Parshall explained that it is in policy that the board approve handbooks. He said it is very generic and is on the agenda as a discussion item; the board can certainly postpone the approval, but after discussion if they are okay with approving it – it would be a good time rather than waiting for the next board meeting. Jamie McLeod-Skinner expressed her concern that the board is not approving something that could be contentious or bring challenge issues that may come about as part of the deliberations with employees; but she is fine with discussing it further and proceeding with the request to bring back any conversations that take place from the applicable employees. Superintendent Parshall agreed. Board Chair Joan Starkel clarified that the ESD Employee Handbook for Administrative, Classified, Confidential and Supervisory staff will remain as a discussion item on the agenda as well as add it as an action item. Dani Cowdrey motioned to adopt the agenda as amended; seconded by Kathy Marston - the motion was unanimously **Approved 6/0**.

CORRESPONDENCE / COMMUNICATION / DISCUSSION ITEMS

- **Board Calendar** (confirm Ashwood meeting) / *Work Session – Change Request*
Superintendent Parshall explained the request to update the board calendar to reflect the work session in September and change the Ashwood meeting to October. Discussion took place regarding the calendar, topics for future work sessions and the Ashwood meeting to take place in October. Those wanting to carpool to Ashwood in October plan to meet at the SSB/PAC parking lot at 4:30pm.
- **Remote Access for Board Meeting Attendance** - David Hicks explained the availability for the board to have members attend remotely if needed – Daniel Petke

demonstrated as he joined the meeting via Zoom. He explained the options depending on how many members would need to access remotely and the fact that telephonic access is available as well. If the technology department could know the Monday prior to the Wednesday board meeting that would allow them the time to properly prepare. A hypothetical question was asked – if weather/road conditions were a concern could the board meet remotely from their respective locations. David explained that the capabilities are available for there to be a completely remote meeting with their Chrome Books if needed.

- **OSBA 73rd Annual Convention (Portland)** – Superintendent Parshall explained that the registration & reservations process is in the works and to let Tessa know if they would like to attend this year’s convention. Conversation took place regarding budget/cost and those who may attend but stay with friends/family in the area to cut costs and allow for other members to attend the conference.

- ***ESD Administrative, Classified, Confidential and Supervisory Employee Handbook***

Superintendent Parshall explained the intent of the employee handbook; he explained that we had a unique situation that rather than handbooks the employees are on separate contracts. He explained that there are staff that are represented by the collective bargaining agreement – this handbook is not for those employees. The intent of this document is to cover the administrative, classified, confidential and supervisory staff in one document rather than trying to manage several independent contracts. The goal is to capture everything that the employees have in their current contracts (no employees have lost anything – vacation, benefits, etc.) but this will allow for things to be managed from one document. Superintendent Parshall shared that he met with the applicable staff earlier in the day for review and explained to them that the document is generic and he would like to request that the board review and approve it at the board meeting this evening. The board discussed the handbook; comments and questions included: existing stipends, performance criteria and/or performance measures for evaluations, the evaluation process, compensation construct of pay ranges and job descriptions. Superintendent Parshall explained that this handbook is very generic but a ‘starting place’ and much more manageable than independent contracts, there will be updates and the board will be kept informed.

- **Proposed ESD Unrepresented Employees (2019/2020) Pay Scales** – Superintendent Parshall shared the updated Proposed ESD Unrepresented Employees (2019/2020) Pay Scales with clarifications addressed as requested by the board at the last meeting.

- **Thank you for Steve Rankin Mini-Grant** – The board reviewed the thank you submitted by: *Bonnie Brown, 2nd grade teacher, Culver School District – Zoo Storyline.*

PRESENTATIONS

- ❖ The PACE Video ‘Child Abuse Mandatory Reporting for Board Members’ (re: Senate Bill 415) was viewed by the board.

HEARING OF CITIZENS, DELEGATIONS AND STAFF MEMBERS

The Board of Directors reserves this time for citizens to speak to the Board; because time is limited, as a standard practice, as a courtesy to others and to maintain our meeting schedule, guests will be allotted three minutes to speak. If you have a group attending regarding the same topic, you will need to appoint one speaker. Each person wishing to speak will have signed in at the beginning of the meeting to be recognized.

– **NO COMMENTS**

ACTION ITEMS

Consent Agenda

1. Approval **July 24, 2019**, Meeting Minutes
2. Personnel Action – Recommendation for hire
3. July Accounts Payable

Jamie McLeod-Skinner motioned to approve the consent agenda as presented, seconded by Kathy Marston and unanimously **Approved 6/0**.

ESD Administrative, Classified, Confidential and Supervisory Employee Handbook (added action item)

Kathy Marston motioned to approve the *ESD Administrative, Classified, Confidential and Supervisory Employee Handbook* as presented and discussed previously, seconded by Jamie McLeod-Skinner and **Approved 5/0** (*Daniel Petke abstained due to the fact he joined remotely and did not receive a copy to review*).

BOARD HIGHLIGHTS

- Black Butte in the process of hiring another bus driver (final negotiations) and hired an Aid/Class Para Professional.
- Excited about finding the behavioral Teacher.
- Superintendent Parshall shared that he had lunch w/Stephanie Garber (Culver Superintendent) - it was nice to visit; he wants to make it a priority to partner with our districts.

REMINDERS:

ESD Work Session, **Wednesday, September 4, 2019** at 5:00pm - a light meal will be provided.

Next Board Meeting: **Wednesday, September 4, 2019** at 6:00pm

THINKING AHEAD – MARK YOUR CALENDARS:

November 14-17, 2019 – 73rd Annual Convention, Portland Marriott

MEETING CLOSURE/ADJOURNED

With no further business the meeting was adjourned **7:35pm.**

DRAFT to Board for Approval at next meeting:

September 4, 2019

Tessa Bailey, Executive Assistant

JCESD Board Chair

Ken Parshall, Superintendent

Date

Date