



Jefferson County Education Service District
BOARD OF DIRECTORS MEETING MINUTES

Changed: ~~Wednesday, August 5, 2020~~

Wednesday, August 12, 2020

6:00PM

Board 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: JCESD Board Meeting 20200805

Time: Aug 12, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85497192455?pwd=Z2lrWWxCa2RGWTRnMHJ5alFzQ3BQQT09>

Meeting ID: 854 9719 2455

Passcode: 109436

Phone: (253) 215-8782

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

ATTENDANCE: Chair Jamie McLeod-Skinner; Vice-Chair Kathy Marston; Joan Starkel; Daniel Petke; Marie Glenn

ABSENT: Dani Cowdrey; Jake Schwab and Board Advisor Barbara Ibrahim

WELCOME - REGULAR SESSION / BUSINESS MEETING

Board Chair Jamie McLeod-Skinner called the meeting to order at 6:00pm followed by the Pledge of Allegiance.

AGENDA ADOPTION

Board Chair Jamie McLeod-Skinner asked if there are any proposed changes to the agenda; there being none called for a motion. Chair McLeod-Skinner asked if Superintendent Parshall would like to also provide an update on the special session; Superintendent Parshall said he is prepared to do that. Request noted and added to the communications section on the agenda.

Daniel Petke motioned to adopt the agenda as presented adding the special session update to the communications section, seconded by Kathy Marston; motion passed – **Approved 5/0.**

Chair McLeod-Skinner turned the **communication / presentations / reports** section over to Superintendent Parshall to report.

COMMUNICATION / PRESENTATIONS / REPORTS

A. Re-opening Schools Report – “Ready Schools, Safe Learners”

- Governor Brown's Press Release
- CDL Guidance
- Health Metrics
- Jefferson County Health Department
- ***Special Session Update (*added)**

Superintendent Parshall reported that there has been changes to the re-opening guidance – we are in a constant state of change and the guidance is as well. The Oregon Health Authority and the Oregon Department of Education give guidance out to districts and the newest guidance was significant (65 changes on 69 pages of updates), the biggest shift has been the health metrics. The health metric guidance per county was based on a limit of no more than 10 positive COVID-19 cases per 100,000 population. The effects of the guidance was that most of the counties (almost all) of the schools in all the districts were not allowed to open onsite. So, what we saw across our state and our county was a shift of schools that were planning to go onsite, to the *Comprehensive Distance Learning Model* which is a virtual learning model. He explained that yesterday there was additional guidance that may allow for individual schools (or rural districts [based on size] or remote enough that a portion of their staff or students do not spend regular time in a larger community) may be able to attend onsite. There are multiple considerations for districts right now, districts are still reviewing the guidance and getting clarification. If certain requirements are met we may be able to bring individual small groups of students (less than ten) on site; as an example some students who may not have cell service or coverage.

Superintendent Parshall also shared with the board members that the ESD has received (PPE) personal protective equipment (in the form of masks and shields) from ODE with a distribution list for each district. We will be getting them out to each district in the near future.

Daniel Petke mentioned that the legislator has not dealt with the liability issue (this question may be for PACE) - if we get to a point of starting schools (in some of the remote and rural areas) is it recommended to open schools if there is not liability protection, or are we still covered?

Superintendent Parshall said that the latest information he has (from PACE) it that it is not covered at this time, but there are conversations taking place around this topic on both the federal and state levels, and the Governor shared that it is a topic for the next emergency session to take place in the near future.

Superintendent Parshall said he asked CFO Martha Bewley to join in the conversation about the special session to share the information regarding the impact on the budget. CFO Martha Bewley shared that as part of the short session (special session) they were able to balance the budget while maintaining the State school fund whole. One of the items that will impact the ESD is the PERS Employer Incentive Program (where they would match) - we were informed that there will not be a match. That will be another conversation that needs to take place to decide whether we want to continue with that process since we held off when we heard there was a potential it would not be matched. On the state school fund, they were able to make the funding whole - that does mean there is no funding impact for this current fiscal year for school

districts in the State of Oregon. Additionally we will receive some CARES extra money to be used to assist our component districts with the implementation of their reopening plans and that is about \$30,000. The ESD will also receive a full allocation of the Student Success Act funding for FY2020-2021.

CFO Bewley also summarized the recent PERS reform court decision (litigation that resulted in the IEP Redirect and annual salary count) as a result of Senate Bill 1049. The court determined that both provisions were lawful so those will remain adopted; meaning that PERS rates will not increase in the next biennium, so essentially, we've already been taking advantage of those savings, if it had not been upheld PERS rates would have increased.

Chair Jamie McLeod-Skinner asked if the \$30,000 is specifically targeted funds or discretionary funds. CFO Bewley said the funds are targeted - in the application process we had to list how we intended those dollars to be spent.

Joan Starkel asked (the ESD was fully funded with the Student Success Act) what happened with the school districts. CFO Bewley said that the Student Success Act funding for the school districts was reduced. Superintendent Parshall explained that the ESDs were allocated the dollars to start the early implementation and they started spending the dollars in the 2019-2020 school year and the School Districts were expected to begin in the 2020-2021 school year. CFO Bewley concluded, next year we will receive full funding but going forward we don't know.

Superintendent Parshall shared that the good news is that Oregon had a significant educational reserve fund; our economy was doing so well and State leaders were wise enough to set those dollars aside to have those dollars reserved to endure a financial crisis like this. It got us through the storm for this year but the next few bienniums are questionable; we may be okay if the economy recovers quickly, but we will need to watch.

Chair Jamie McLeod-Skinner asked when we will revisit this discussion, will it be during the next budget cycle or sooner in the fall. Superintendent Parshall said we should be hearing more and can have a discussion at that time. The challenge is, in Oregon districts are asked to produce the budget before the summer time allocation by legislatures. Chair McLeod-Skinner asked if there are any questions – with none, proceeded to the next discussion item.

B. ESD Comprehensive Support Plan / LSP

Superintendent Parshall explained, as part of the Student Investment Account as it was implemented - we had to write an ESD Comprehensive Support Plan that was in line to support the student investment accounts for the component districts. We wrote ours in a very general manner so it is flexible for our districts to use. It included: technical support for their implementation of their plan; in that role – we also have to adopt it as part of our local service plan, and the deadline is September 2020. This document is aligned with the law of the State and is an action item later on the agenda.

Chair Jamie McLeod-Skinner asked where the \$30,000 (CFO Bewley referenced earlier) ties into our plan specifically – is it for Chromebooks or Hotspots? CFO Bewley explained that we were

looking at supplies and equipment thinking our staff and employees may need, as well as engaging in some consulting services with those plans - those were the items we put into that budget. Superintendent Parshall explained that our specialists who work and support our four districts - if they are in a comprehensive learning model, we thought it important to update some of their technology. Chair McLeod-Skinner verified that it is support just for staff as opposed to providing direct things (like Chromebooks and Hotspots) to students. Superintendent Parshall explained that in this plan we were thinking about the needs for the staff in this new setting. CFO Bewley also added that there is a grant that will be released to the school districts as part of the comprehensive district learning which will be used for technology needs (Chromebooks, Hotspots, etc.); she is not sure how much each district will be receiving, but for JCSD it was approximately \$193,000 to receive to purchase equipment.

HEARING OF CITIZENS, DELEGATIONS AND STAFF MEMBERS:

Due to the COVID-19 state-wide 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, August 12, 2020 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](#)

There were no comments submitted for this evening.

Chair Jamie McLeod-Skinner reminded the public of the modified process for public comments due to virtual meetings brought on by the COVID-19 pandemic. Public comments are welcome and can be submitted online through the JCESD website by 1pm the day of the board meeting or by contacting Executive Assistant Tessa Bailey directly and please note as they are part of our record, we want to avoid anonymous comments.

Chair Jamie McLeod-Skinner explained the intent to clarify the modified public comment process is due to the increased interest in board meetings and hearing from our districts. Jamie McLeod-Skinner asked if there are questions or comments on the consent agenda. Daniel Petke commented on the DRAFT meeting minutes of July 8, 2020, requesting to add "not" to his statement on page two - *Daniel Petke shared that he read that the plan does not have to be approved by the board before it is submitted.* Correction noted.

Chair Jamie McLeod-Skinner asked if there were any additional comments on the July 8, 2020 meeting minutes or items in the consent agenda, monthly financial report or accounts payable.. Joan Starkel asked about the monthly financial report (\$35,807) from the services provided by local districts, on the revenue. CFO Bewley explained that was actually a reduction in service.

Joan Starkel asked if the ForeCast 5 Analytics licenses on the accounts payable are for all of the districts and one for the ESD – CFO Martha Bewley confirmed – that is correct and the one for ESD comes free because of the other four districts.

CFO Martha Bewley added a comment on the financial statement – based on the preliminary numbers (still under review and audit) we are \$18,000 less than we projected, so we will have more in our beginning fund balance for next year.

Chair Jamie McLeod-Skinner invited a motion for the consent agenda (noting the correction to the minutes by Daniel).

1. ACTION ITEMS

A. Consent Agenda

1. Approval **July 8, 2020** Meeting Minutes
2. Monthly Financial Report
3. Accounts Payable

Kathy Marston moved to approve the consent agenda with the modification of the minutes clarified, seconded by Joan Starkel; motion passed – **Approved 5/0.**

B. SGA Engagement Letter

CFO Martha Bewley explained the SGA Engagement letter as our standard annual letter in order for SGA to perform our audit, it discusses their responsibilities and management’s responsibilities in this engagement.

Daniel Petke asked if there should be a “done by” date so we know it will be done by that date. CFO Bewley said it has not been an issue; it does not have a done by date but she they are scheduled to perform the audit the last week of August. She said most auditors for school districts in Oregon are aware of the deadline (by December 31st) they will not get their state school funding.

Chair Jamie McLeod-Skinner asked if there should include a motion to add that requested date for the future. CFO Bewley confirmed that would be fine.

Chair Jamie McLeod-Skinner asked if the auditors meet the standards for the audit requirements and given the limited procedures in their letter, how do we insure that we are in compliance in all areas that they will not express an opinion on? CFO Bewley shared that in order to audit a government entity they need to be a municipal auditor and confirmed that they do meet the requirements of a municipal auditor. The other areas that they don’t audit - their job cannot guarantee with absolution that all the financials are free of material statements but as a district we have to implement mitigating factors so when they do the audit they can assess the risk levels for fraud and she shared examples of some of the mitigating procedures of the business office.

Chair Jamie McLeod-Skinner verified that we do incorporate standard business practices based on the information provided and thanked CFO Bewley for her detailed information.

Kathy Marston commented that she does not see the need to put in a drop dead date for auditors - the CPA firm will conduct the audit as quickly and expeditiously as they can, and she just doesn’t see that it is necessary. Chair Jamie McLeod-Skinner thanked Kathy for that input.

Kathy Marston moved to accept and adopt the SGA letter as presented, seconded by Joan Starkel; motion passed – **Approval 5/0.**

C. Casey Terada Engagement Letter

CFO Martha Bewley explained the Casey Terada Engagement Letter; she prepares the books, and provides work papers the auditors need to review, and he takes that information and drafts the preliminary financial statements that go to the auditors. Explaining again, that's just an extra level of the internal controls to insure that there is someone that reviews her work.

Joan Starkel moved to approve the Casey Terada Engagement Letter as presented, seconded by Marie Glenn; motion passed – **Approved 5/0.**

D. Ratification of Agreement w/Certified Staff

Superintendent Ken Parshall explained that it wasn't a full bargain this time, it was just a re-opener for COLA and Insurance and one language item. Tentative agreement was made rather quickly. The summary being: *1.) Increase 2019-20 salary schedule by 2% COLA. 2. Increase District-paid insurance CAP to \$1,385. 3. Increase individual staff professional develop from \$100/year to \$200/year.* The unit has ratified and notified us of approval.

Chair McLeod-Skinner thanked Superintendent Parshall for the information and asked that he explain item *E. COLA & Insurance for JCESD Classified, Confidential & Administrative FY2020/2021 (2% & \$1385 CAP)* as well.

Superintendent Parshall explained that item E. is a proposal for the same (COLA 2% and \$1385 CAP) for Classified, Confidential & Administrative (excluding himself, because he has an individual contract) that are non-represented staff.

Chair Jamie McLeod-Skinner verified that both items D & E fall within our resources. CFO Martha Bewley confirmed yes, these items were budgeted. Superintendent Parshall explained that the insurance CAP came in at \$5 above, as we budgeted for \$1380. Chair Jamie McLeod-Skinner again verified that it does fall within our budgeted resources. Superintendent Parshall confirmed, yes it does.

Chair Jamie McLeod-Skinner asked if there are additional questions.

Kathy Marston asked if the 2019-20 salary schedule was a clerical error. Superintendent Parshall explained it says the 2019-20 salary schedule increased by 2% which would establish them at 2020-21 at 2%; it was based off of last year's but we add the COLA to last year's.

Chair Jamie McLeod-Skinner welcomed a motion.

Kathy Martson motion to approve the items as presented, seconded by Joan Starkel. Daniel Petke asked if the motion was for both items (D&E). Chair Jamie McLeod-Skinner clarified this motion is for D. Ratification of Agreement w/Certified Staff ONLY; motion passed unanimously – **Approved 5/0.**

E. COLA & Insurance for JCESD Classified, Confidential & Administrative FY2020/2021 (2% & \$1385 CAP)

Daniel Petke moved to approve the COLA & Insurance for JCESD Classified, Confidential & Administrative FY2020/2021 (2% & \$1385 CAP), seconded by Joan Starkel; motion passed – **Approved 5/0.**

F. Proposed Update to JCESD Comprehensive Support Plan / Local Service Plan

Superintendent Parshall explained to the board they can find the information on both page 37 & 38; and shared that we received support from Amber at Oregon Association of ESDs (OAESD). He explained that this is required by law and approved by our ESD board however the four component district boards do not have to approve; it is to be updated and entered in our Local Service Plan.

Joan Starkel motioned to approve the proposed update to JCESD Comprehensive Support Plan/Local Service Plan, seconded by Marie Glenn; motion passed – **Approved 5/0.**

BOARD HIGHLIGHTS

- There were no highlights from the board this evening.

Chair Jamie McLeod-Skinner shared that she attended the virtual OSBA Summer Conference on July 11th and they discussed many of the challenges that COVID-19 brought to our communities to keep our kids and educators safe while meeting the educational needs of our kids; both for education and extracurricular activities – it was an interesting discussion. Also the fact that COVID-19 exacerbated the challenges that many of our typically underserved communities (like tribal communities and communities of color) already experience; so it brings additional challenges. It was underscored how important it is that we work together through this difficult time to rebuild our educational system to ensure equitable, sustainable, resilient system for kids, our families, educators and our support staff. It was very different from past years but OSBA did a good job.

Chair Jamie McLeod-Skinner also asked board members by consensus, and shared that she recently attended the local JCSD 509-J virtual board meeting and if feasible she would like to do the same for other school boards that we serve, and when she attends she would like to offer public comment on behalf of our JCESD board; to reinstate our commitment to work with and on behalf of all the school boards to address their needs and work in partnership during this difficult time. She said it will be a very generic statement but as it would be spoken on behalf of the board she wants to confirm by consensus that they are okay with her doing that if she does attend those meetings.

Joan Starkel asked Chair Jamie McLeod-Skinner to email them a copy of her statement for their review. Discussion took place about the manner in which to share the information with the board members without it becoming a public meeting. Chair Jamie McLeod-Skinner will follow up on Joan's request in a manner that will **not** risk becoming a public meeting.

Joan Starkel asked Superintendent Parshall if we will be able to open Big Muddy school. Superintendent Parshall explained that he is not clear on that yet, that they will have to look at the health metrics and current guidance and make a decision accordingly.

REMINDERS

- Next board meeting September 2, 2020 @6pm
- Chair Jamie McLeod-Skinner shared that we changed the board meeting date from August 5th to August 12th this month due to special circumstance; if necessary in the future is the board okay with doing that in the future; for example with the start of school being the same timeframe of the next board meeting. Discussion took place regarding if board meeting dates need to change and the best way to communicate changes and verify there is no conflict with component districts board meetings.

MEETING CLOSURE/ADJOURNED

With no further business Chair Jamie McLeod-Skinner adjourned the board meeting at 7:00pm.

**DRAFT to Board for Approval at next meeting:
September 2, 2020**

Tessa Bailey, Executive Assistant

Jamie McLeod-Skinner, Board Chair

Ken Parshall, Superintendent

Date

Date