



Jefferson County Education Service District
BOARD MEETING MINUTES
Wednesday, December 2, 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:

Topic: 20201202 JCESD Board Meeting

Time: Dec 2, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89489618972?pwd=YU93Wlo0L2ZqcWRnNUh5L2hxeldOQT09>

Meeting ID: 894 8961 8972 Passcode: BK5hBj

Dial by your location +1 669 900 6833 US (San Jose) or +1 253 215 8782 US (Tacoma)

Meeting ID: 894 8961 8972 Passcode: 481032

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

Board Chair Jamie McLeod-Skinner called the meeting to order at 6:00pm 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: Marie Glenn

AGENDA ADOPTION

Joan Starkel motioned to approve the agenda as presented, seconded by Kathy Marston; motion passed – **Approved 6/0.**

COMMUNICATION / PRESENTATIONS / REPORTS

- **OAESD Officer Council Election Information 2021** – Superintendent Parshall shared the information relative to the OAESD Officer Council Election Information 2021.
- **OAESD Virtual Informational Presentation 2020** (December 15th, 11am-12pm or December 16th, 5pm-6pm) Superintendent Parshall shared the information and let the board know they are invited to participate if they would like to.
- **Central Oregon K-12 Legislative Forum** (December 17th, 4:30pm-6:00pm) Superintendent Parshall shared the information and let the board know they are invited to participate if they would like to – the links have been sent to them in order to register online if they are interested. Board

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Chair Jamie McLeod-Skinner shared that she will be attending and asked the board if there are any comments or questions that she would like them to take forward on behalf of the ESD Board – hearing none she informed the board she will report on the meeting during the January 2021 JCESD board meeting and if during the meeting she has any questions or comments she will make them on her own behalf.

- **Executive search process** – Superintendent Ken Parshall shared that he is bringing two options to the board this evening; a proposal how the board may approach the executive search process for small ESDs. He contacted the Executive Director of Oregon ESDs Gary Peterson to discuss processes about said he explained that smaller ESDs typically do not hire search firms but utilize staff and it is very similar to hiring a principal. The second option is to take the time to evaluate the current process and consider other options (maybe adding additional FTE) to prepare for the changes expected. Superintendent Parshall shared a potential calendar timeline and also showed the JCESD policy CBA – Qualifications and Duties of the Superintendent and suggested a work session in January to discuss, and he will be available to assist in the process if the board would like.

Board member Dani Cowdrey noted that both options shared are proposing that the JCESD separate the current position from JCSD 509J. Confirmed by Superintendent Parshall. He said that could be a third option, but he is recommending separating the roles.

Discussion took place regarding the potential impact of separating the roles. Superintendent Parshall also shared conversations are taking place with legislators about the potential of increasing the floor for small ESDs and potential opportunity to increase FTE by using Student Success Act dollars. Chair McLeod-Skinner requested that more information be collected to further discuss the options, impact and financial impact at our January meeting.

Board Chair Jamie McLeod-Skinner asked the board if they have questions or suggestion to capture now in order to bring back researched information next month for a study session before the board meeting.

Kathy Marston said she saw an article in the newspaper today regarding JCSD 509J hiring a search firm for the executive search and it perplexed her, asking doesn't our JCESD decision weigh into their process. Superintendent Parshall confirmed that JCSD 509J has secured a search firm for their process and explained that a K-12 district is different than a small ESD. Discussion took place about the previous superintendent searches at the JCESD – historically.

Board Chair Jamie McLeod-Skinner explained the discussion that took place with Superintendent Parshall between both JCSD 509J board chair and JCESD board chair to talk about his transition. She also said the option may be available as JCSD 509J proceeds with their search that they can share the need of our JCESD with their applicants. That may be something we can make a formal request of them as we consider our process.

Board Advisor Barbara Ibrahim asked about the funding – if the SSA funding is only a two-year funding; do we need to be mindful if we make a decision to hire a half-time person if that will only be for a certain amount of time and then stuck with a position that we cannot fund.

Superintendent Parshall shared his impression saying he would be more conservative in the approach and hire a consultant to help. He also expressed his impression of the commitment to the funding for the SSA.

Joan Starkel said she would like to suggest rather than rush into a decision this evening to evaluate the options presented this evening and come together with our research for a work session in January.

Superintendent Parshall said he may have more of an idea of what the floor will be when we come together in January.

Discussion took place regarding the best time to come together for a work session. Board Chair Jamie McLeod-Skinner asked each board member if they will be able to attend a work session at 5pm on January 6, 2021 prior to the next board meeting. The majority of the board will be able to attend the work session.

Board Chair Jamie McLeod-Skinner asked if there were questions the board may have now for Superintendent Parshall to take note and consider and bring back information for the work session. Daniel Petke suggested looking at options of possibly using other staff members to fill some of the superintendent duties to not have to add additional FTE to the superintendent position.

Dani Cowdrey asked if we take the direction to restructure what about the existing staff that is split between 509J and JCESD and is there something in place as to how that relationship (having to report to two superintendents) will work.

Kathy Marston said we could impact the JCSD 509J search if they do not know what percentage we are sharing or if it is no longer a shared position. Superintendent Parshall said he has had conversation with JCSD 509J board as well and has recommended separating the role based on the need at the 509J district.

Discussion took place about the history of the joint superintendent position at JCESD.

Board Chair McLeod-Skinner acknowledge the point Kathy Marston made about the JCESD having the ability to influence the decision or identify the priority for 509J if they decide to stay with this model.

Board Chair McLeod-Skinner verified with the board (per Joan Starkel's comment), that the board provide comments and questions (for further research and review) and come together for a study session on Wednesday, January 6, 2021 prior to the board meeting. She also asked for the board secretary to provide this information to absent board member Marie Glenn.

- **OSBA Policy Updates – ESD, November 2020**
 - *ACB – All Students Belong*, **Required** [effective January 1, 2021]
 - *ACB-AR – Bias Incident Complaint Procedure*, **Required** [effective January 1, 2021]
 - * ○ ~~*GCBDA/GDBDA-AR(1) – Federal Family and Medical Leave/State Family Medical Leave*, **Conditionally Required**~~ *Removed for further review*
 - * ○ ~~*GCBDA/GDBDA-AR(2) – Request for Family and Medical Leave*, **Conditionally Required**~~ *Removed for further review*
 - * ○ ~~*GCBDA/GDBDA-AR(4) – Sample Designation Letter to Employee – FMLA/OFLA Leave*, **Conditionally Required**~~ *Removed for further review*
 - *GCBDA/GDBDA-AR(1) – COVID-19 Related Leave*, **Highly Recommended**
 - *JB – Equal Educational Opportunity[**]*, **Required** [correction made to JB policy - 5th paragraph]

Superintendent Parshall explained the policies and ARs that are going before the board this evening.

The ESD will communicate the ... and will be published to the ESD website and made available... **Tessa correct the policy prior to submitting**

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, December 2, 2020 and will be read during the public comment section of the virtual meeting. Thank you for your understanding and cooperation.

Board Chair Jamie McLeod-Skinner shared that she spoke with 509J Board Chair Laurie Danzuka about the OAESD Task Force and the *All Students Belong* policy (ACB and ACB-AR) and invited her to comment – Ms. Danzuka was not present to comment; but Board Chair Jamie McLeod-Skinner shared that Board Chair Danzuka was pleased to know the JCESD was moving forward on the policy.

Board Secretary informed the board there were no other comments shared for this evening’s meeting.

ACTION ITEMS

A. Consent Agenda

1. Approval of **November 4, 2020** Meeting Minutes
2. Financials
3. A/P Vouchers (11/13/20)
4. Personnel Update (if any) – None

Kathy Marston motioned to approve the consent agenda as presented, seconded by Jake Schwab; motion passed unanimously – **Approved 6/0.**

B. OSBA Policy Updates - ESD, November 2020 (referenced above)

Daniel Petke motioned to approve OSBA Policy Updates: **ACB**, All Students Belong; **ACB-AR**, Bias Incident Complaint Procedure; **GCBDA/GDBDA-AR(1)** COVID-19 Related Leave and **JB**, Equal Educational Opportunity (with noted correction to JB policy), seconded by Joan Starkel; motion passed unanimously – **Approved 6/0.**

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BOARD HIGHLIGHTS

- Enjoyed the roundtable discussions at the virtual convention.
- Black Butte School is having their annual wreath sale, if anyone is interested in taking a road trip to Black Butte on Saturday from 10am-3pm.
- Board Chair attended the OAESD Task Force meeting – real enthusiasm and great representation.

Board Chair confirmed with board members that they prefer a virtual meeting in January.

REMINDERS

- Reminder: PACE Training (ongoing)
- OAESD Virtual Informational Presentation 2020 (**December 15th**, 11am-12pm or **December 16th**, 5pm-6pm)
- Central Oregon K-12 Legislative Forum (**December 17th**, 4:30pm-6:00pm)
- Next board meeting **January 6, 2021**
- OAESD Virtual Information Presentation 2020 (2021 Legislative Preview)

MEETING CLOSURE/ADJOURNED

With no further business Board Chair McLeod-Skinner adjourned the meeting at 7:14pm.

**DRAFT to Board for Approval at next meeting:
January 6, 2020**

Tessa Bailey, Executive Assistant

Jamie McLeod-Skinner, Board Chair

Ken Parshall, Superintendent

Date

Date

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