



Jefferson County Education Service District
295 SE Buff Street
Board of Directors Meeting Minutes
September 5, 2018 - 6:00PM



ATTENDANCE: Chair Lindsay Foster-Drago, Vice-Chair Joan Starkel, Lola Hagman, Marie Glenn, Daniel Petke, Dani Cowdrey and Board Advisor, Barbara Ibrahim, Board Superintendent Ken Parshall, Executive Assistant Tessa Bailey; Other Employees: Barbara Garland, Martha Bewley, LaRae Sullivan, David Hicks & Jay Patrick

GUEST SPEAKER: Brenda Bartlett, CPA from SGA Certified Public Accountants and Consultants, LLP

ABSENT: Kathleen Marston

REGULAR SESSION / BUSINESS MEETING – 6:00PM

Board Chair Lindsay Foster-Drago called the meeting to order at 6:00pm.

Superintendent Parshall requested to add the ‘approval of the bills prior to regular meetings’ as an action item to the agenda; this will prohibit the ESD from incurring late fees waiting until regular board meetings for approval of the bills. The bills will still be provided for review with the packets each month, but they will be paid.

AGENDA ADOPTION

Lola Hagman motioned to adopt the agenda with the added action item, Marie Glenn seconded. - **Approved 6/0**

INFORMATION

Brenda Bartlett, CPA from SGA Certified Public Accountants and Consultants, LLP presented the Audited Financials – Annual Financial Report, year ended June 30, 2018.

COMMUNICATION / DISCUSSION ITEMS

- Superintendent Parshall shared with the board the OSBA Conference is coming up November 8, 2018 – November 11, 2018 and requested the board members let Tessa Bailey know if they will or will not be attending. Tessa registered the board members and will reserve hotel rooms to ensure they are reserved in advance.
- Superintendent Parshall shared the proposed calendar to develop the FY2019-2020 Local Service Plan and noted it is added to the consent agenda.

HEARING OF CITIZENS, DELEGATIONS AND STAFF MEMBERS

The Board of Directors reserves this time for citizens to speak to the Board on concerns printed on the agenda. After concerns are heard regarding agenda topics, the Board will hear concerns concerning items not on the printed agenda. The Board does not take action under this agenda item. Citizen concerns may be placed on a future agenda for discussions and actions. - No citizen comments were submitted but Barbara Ibrahim shared about the

upcoming community baby shower to take place on Friday, September 28th at Warm Springs and Saturday, September 29, 2018 and they are looking for volunteers to help out.

ACTION ITEMS

The **Consent Agenda** consisted of these items:

- Approval of **August 1, 2018** Meeting Minutes
- Personnel Action (*there was not a personnel action item this month*)
- 2018-2019 Board Calendar – *Changed date for November (11/15/2018)*
- August Financials
- Audit Report
- Review of Bills
- Proposed Local Service Plan Calendar (FY 2019/2020)

Dani Cowdrey had two questions regarding the minutes: the need for whomever seconded the motion and details of whether there was a personnel action presented. Concerns noted and addressed.

Marie Glenn motioned to approve the consent agenda as presented, seconded by Dani Cowdrey – **Approved 6/0**

Policy Desk-Rewrite by OSBA proposal- Superintendent Parshall explained the proposed policy rewrite from OSBA as presented. Discussion took place regarding the proposal; the ESD board has various concerns: the subscription amount; the updates after the re-write; whether we can provide guidelines on some of the policy updates that may require customization specific to our district; will there be any consideration that we currently have a manual-update contract; will there be additional charges for review questions, comments and potential changes; what system is in place if the subscription is not continued after four years, will we have historical access, is there consideration for the fact we are smaller and do not have need for some policies (transportation, food services, etc.) and what is the final breakdown ‘total’ cost. Discussion took place on the policy rewrite proposal. After review and discussion, the ESD board decided to table this topic for further discussion once additional information is presented. More information regarding the various questions/concerns will be provided in October or at a future.

Appoint Governance Council/Representative – First Governance Council meeting for the 2018/2019 school year is tomorrow. Marie Glenn is the current representative; she enjoys the experience and feels it is a great learning experience. She would like to open the experience to others that may be interested in the position. No other ESD members expressed an interest but all members expressed appreciation for Marie being willing to be the representative.

Dani Cowdrey motioned to have Marie Glenn continue as the Governance Council Representative, Joan Starkel seconded the motion – **Approved 6/0**.

Approval of payment of Bills prior to regular meetings [added action item at start of meeting] Dani Cowdrey motioned to approve the payment of bills prior to regular meetings (as added requested to add), Marie Glenn seconded the motion. – **Approved 6/0**

~~**EXECUTIVE SESSION:** In accordance with ORS 192.660(2)(d) the board will meet to conduct deliberations with persons designated to carry on labor negotiations.~~

Due to the fact there has been no further action in regards to the labor negotiations, the agenda item was scratched from the agenda.

BOARD HIGHLIGHTS

No board highlights were shared.

REMINDERS

The JCESD Board decided to have the next board meeting at the Black Butte School District, Camp Sherman, OR as part of their desire (board goals) to be more inclusive of component districts. Discussion took place regarding time involved for travel and those desiring to carpool.

Next Board Meeting: Wednesday, October 3, 2018 – **Location: Black Butte School, 6PM (Carpool, leave from JCESD at 4:30pm)**

Thinking ahead – mark your calendar:

72nd Annual OSBA Conference: November 8-11, 2018

MEETING CLOSURE – Meeting Adjourned @7:11pm

**DRAFT to Board for Approval at next meeting:
October 3, 2018**

Tessa Bailey, Executive Assistant

Lindsay Foster-Drago, Board Chair

Ken Parshall, Superintendent

Date

Date