



**Jefferson County Education Service District**  
**295 SE Buff Street, Madras, OR 97741**  
**Board of Directors Meeting Minutes**  
**February 6, 2019 - 6:00PM**



**ATTENDANCE:** Marie Glenn; Daniel Petke; Dani Cowdrey; Kathleen Marston; Lola Hagman; Board Advisor Barbara Ibrahim Staff: Superintendent Ken Parshall; Executive Assistant Tessa Bailey; CFO Martha Bewley, David Hicks, Jay Patrick

**ABSENT:** Chair Lindsay Foster-Drago; Vice-Chair Joan Starkel

**REGULAR SESSION / BUSINESS MEETING**

In the absence of the Chair and the Vice-Chair, Superintendent Parshall called the meeting to order at 6:00pm and opened for a vote for chairman pro tem. Dani Cowdrey nominated Lola Hagman as chairman pro tem. Lola Hagman led the board in the pledge of allegiance.

**AGENDA ADOPTION**

Superintendent Parshall stated that he would like to add legislative forum to the agenda as correspondence and a reminder.

Dani Cowdrey moved to approve the agenda as amended; Kathleen Marston seconded – **Approved 5/0.**

**CORRESPONDENCE / COMMUNICATION / DISCUSSION ITEMS**

Superintendent Parshall shared the following correspondence and discussion took place on each:

- Teacher of the Year 2019 Update – Jefferson County has six nominations.
- 2019 OAESD Spring Conference Registration – May 15<sup>th</sup>-17<sup>th</sup>, 2019, Sunriver Resort.
  - Marie Glenn confirmed that she will go one day - Thursday; the board is to inform Tessa if they are interested in attending so she can register.
- OAESD Executive Summary was distributed for viewing.
- Superintendent Parshall shared the first JCESD Executive Summary Sheet that was provided to the OAESD.
- Local Service Plan 2019/2020 – Superintendent Parshall shared that the component districts are in the process of taking the Local Service Plan (JCSD 509-J adopted 1/14/2019; Ashwood’s next meeting is 2/13; Black Butte’s next meeting is 2/12 and Culver’s next meeting is 2/13)
- Superintendent Parshall shared that we are coming up on the Steve Rankin Memorial Mini-Grants for 2019. Discussion took place about the desired time frame for applications and the announcement process. It was decided it will be open from March 15, 2019 – April 19, 2019; with the winning applicants will be notified on May 17, 2019.

- Superintendent Parshall shared the added communication: Legislative Forum and OSBA Town Hall on Saturday, February 23, 2019 at High Desert ESD.
- Communication that came across social media for board appreciation was shared – the thoughtful comments were appreciated.

## **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. **There were no comments.***

## **ACTION ITEMS**

### **1.) Consent Agenda**

- Approval of Board Minutes January 10, 2019
- January Financials
- January Payments

Superintendent Parshall shared the correction noted in the minutes regarding the Resolution 19-03, Support of Increasing Public School Funding – explaining that the motion actually failed based on the fact that it was not a majority for a seven-member board.

Dani Cowdrey motioned to approve consent agenda – seconded by Daniel Petke - **Approved 5/0.**

### **2.) JCS D Budget Committee Appointments (509-J)**

1. Randy Bryant
2. Jamie Hurd
3. Courtney Snead

Dani Cowdrey motioned to approve JCS D budget appointments, seconded by Marie Glenn – **Approved 5/0.**

### **3.) PACE Trust Agreement –**

The board reviewed the PACE Trust Agreement and brief discussion took place regarding the changes noted in the document cover page. Marie Glenn motioned to accept the PACE Trust Agreement; seconded by Daniel Petke – **Approved 5/0.**

### **4.) COLA and Cap – Classified, Confidential and Administrative**

Superintendent Parshall explained the list of staff that was not covered in the collective bargaining agreement, all the other employees that will be getting the same COLA. It was clarified that Sherri Fessler is 1.0 FTE and split between ESD and 509-J. It was also noted that Tessa Bailey and LaRae Sullivan are added to the list only to reflect a complete document but

they will not be receiving duplicate COLA and Cap.

Kathleen Marston moved to approve the COLA and Cap for Classified, Confidential and Administrative personnel; seconded by Dani Cowdrey - **Approved 5/0**.

#### **5.) MOU Ashwood Teacher Evaluation (2019-2020)**

The board reviewed the MOU for Ashwood Teacher Evaluation for 2019-2020. Discussion took place regarding the MOU and the requirements for the observations/evaluations noted within the document; it was also discussed who does the reviews. KathleenMarston moved to approve the MOU for Ashwood Teacher Evaluation for the 2019-2020 school year; seconded by Daniel Petke – **Approved 5/0**.

#### **6.) Tessa Bailey’s Contract and**

#### **7.) LaRae Sullivan’s Contract**

Superintendent Ken Parshall explained that both Tessa and LaRae’s contracts as ‘confidential employees’ will be renewed for the new year (2019-2020) and the contracts will be superseded by handbooks once they are completed and adopted by the board. Conversation took place regarding the confidential employees, whether there is a three-year probationary period or if the contracts are carried over - Superintendent Parshall explained the confidential contracts. It was asked if the confidential employees have steps for increases like the others.

Superintendent Parshall explained they do not, however he would be willing to prepare some options to bring forward, at this time the two contracts will be renewed with the 2% COLA, Cap and new dates – these contracts are just carried over for the new school year (2019-2020); Superintendent Parshall said nothing else will change regarding these two contracts. The handbook will supersede the contracts once they are reviewed and approved by the board. Superintendent Parshall said the employee handbooks should be ready this spring and hopefully effective July 1, 2019. Discussion took place regarding the desire for the board to view the options Superintendent Parshall explained regarding the potential steps for increases for the confidential employees.

Marie Glenn motioned to approve both Tessa Bailey and LaRae Sullivan’s employment contracts for the 2019-2020 school year; seconded by Kathleen Marston – **Approved 5/0**.

**BOARD HIGHLIGHTS** – There were no board highlights shared.

#### **REMINDERS**

- **Wednesday, February 6, 2019**, County clerk to publish Notice of District Board Election for May election.
- **Thursday, February 7, 2019**, OAESD Governance Council Meeting 9:30am-12:00pm (Ken Parshall & Marie Glenn)
- **Saturday, February 9, 2019 first day** for district candidates to file declaration or petition for May election.

- **Saturday, February 23, 2019** Legislative Forum and OSBA Town Hall, 9-11am at High Desert ESD Conference Room – 2804 SW 6<sup>th</sup> Street
- Next Board Meeting: **Wednesday, March 6, 2019** (~~Note location: tentatively scheduled for Ashwood~~) Cannot be at Ashwood in March.
- **Thursday, March 21, 2019 last day** for district candidates to file declaration or petition for May election.

**MEETING CLOSURE – Meeting Adjourned at 6:51pm.**

**DRAFT to Board for Approval at next meeting:**

~~March 6, 2019~~ **March 13, 2019**

\_\_\_\_\_  
Tessa Bailey, Executive Assistant

\_\_\_\_\_  
Lindsay Foster-Drago, Board Chair

\_\_\_\_\_  
Ken Parshall, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date