



**Jefferson County School District 509-J  
445 SE Buff Street, Madras, OR 97741**

*Board of Directors Meeting Minutes of:  
Monday, January 14, 2019*

**ATTENDANCE:** Chair Courtney Snead, Tom Norton, Jamie Hurd, Co-Chair Stan Sullivan

**ABSENT:** Laurie Danzuka

**REGULAR SESSION:**

Board Chair Courtney Snead called the meeting to order at 7PM followed by the Pledge of Allegiance

**AGENDA ADOPTION:**

Jamie Hurd moved to approve the agenda as presented – **Approved 4/0.**

**CORRESPONDENCE:**

Superintendent Ken Parshall presented the school board members with certificates of appreciation and a Starbucks coffee card for board appreciation month.

Superintendent Parshall informed the board of the Teacher of the Year program; nominations open until January 31, 2019.

The Special District Election, May 21, 2019 packet from the Jefferson County Clerk was shared; showing the positions 4 (Courtney Snead) and 5 (Stanley Sullivan) will expire on 6/30/2019.

**PRESENTATIONS AND REPORTS:**

Superintendent Parshall introduced Principal Simon White to present the Student Spotlight for the evening – the Junior National Honor Society. Principal Simon White thanked the JNHS advisors Shannon Richards and Anna Garcia and introduced five of the leaders to help present: President Vanessa Young; Vice-President Emily King; Secretary Conner Flu and Treasurer Dru Boyle. There was a brief discussion and question & answer period for the board. The five pillars of the club are: scholarship, leadership, character, citizenship and service. The JNHS students present at the board meeting took time to shake hands with each board member and pose for a group photo.

A photo presentation of the Jefferson County School District's lunch program was presented showing the board the self-serve fresh fruit and vegetable program for our 509-J students (after

the budget investment last year for additional equipment to support the program); a brief written report was also provided by the food services supervisor.

Superintendent Parshall explained the Division 22, Standards for Public Elementary and Secondary Schools (2017-2018) Assurances, Report to the Community and explained that we are in compliance with the fifty-three standards; although the Library plan standard is outdated and it will be worked on to bring it more-up-to-date. He also explained that the report will be posted online for the community by February 1<sup>st</sup>. A brief discussion about the Division 22 report took place.

As a follow-up to the evening's work session, Superintendent Ken Parshall provided a handout 'Jefferson County School District 509-J, Professional Learning Communities Commitments 2018' as part of the Action Plan Report and explained more about our PLC commitments as a district. Board Chair requested that we consider aligning our budget to our action plan as we consider our priorities and the sustainability of some of our programs funded by grants and our long-term goals for the future.

The following administrative regulations were updated and were presented for **review only**:

- ~~ECH-AR, Warm Springs Housing Procedure~~

It was explained that the ECH-AR, Warm Springs Housing Procedure is being removed from the list as it is being reviewed by legal to assure we are in compliance with the rental laws.

- IGAC-AR - Recognition of Religious Beliefs and Customs (New; Optional)
- KBA-AR - Public Records (Highly Recommended)
- GBC-AR – Staff Ethics, Optional
- GBN/JBA-AR – Sexual Harassment, Required
- GCBDC/GDBDC-AR –Request for Domestic Violence, Harassment, Sexual Assault or Stalking Leave, Highly Recommended
- GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting, Required
- JBA/GBN-AR – Sexual Harassment, Required
- KJ-AR - Commercial Advertising, now Highly Recommended (accompanies Version 2 of new policy KJ; new code and new title; previously known as KI/KJ-AR - Commercial Advertising/Merchandise Sales.)
- KN-AR(1) - Relations with Law Enforcement Agencies\*\*, Highly Recommended

The following JCSD 509-J policies from OSBA Legislative policy update (February 2018) are presented for **1st Reading**:

- GBH/JECAC (also JECAC/GBH) - Staff/Student/Parent Relations\*\* (Optional)
- GBK/KGC (also KGC/GBK) - Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems (Versions 1 or 2; Required; previously GBK/JFCG/KGC)
- IGAC - Teaching about Religion - Delete/Repeal
- IGACA - Recognition of Religious Beliefs and Customs - Delete/Repeal
- IGAC - Religion and Schools (New; Optional)
- IBDJA - Relations with Homeschooled Students\*\* (Highly Recommended)

- IGDJ - Interscholastic Activities (Optional)
- IKF - Graduation Requirements\*\* (Version 2; Required)
- IKF-AR - Graduation Requirements (Required to accompany Version 2 of policy)
- JECAC/GBH (same as above GBK/KGC)
- JHCA/JHCB - Immunization, Physical Examination, Vision Screening/Eye Examination and Dental Screening\*\* (Optional)

The following JCSD 509-J policies from OSBA Legislative policy update (June 2018) are presented for **1st Reading**:

- ECACB – Unmanned Aircraft Systems (UAS) a.k.a. Drone, Conditionally Required
- GBC – Staff Ethics, Highly Recommended
- GBN/JBA – Sexual Harassment, Required
- GCBDC/GDBDC – Domestic Violence, Harassment, Sexual Assault or Stalking Leave, Highly Recommended
- GCDA/GDDA – Criminal Records Checks and Fingerprinting, Required
- IGBA – Students with Disabilities - Child Identification Procedures\*\*, Required
- IGBAG-AR – Special Education – Procedural Safeguards\*\*, Required
- IGBAH – Special Education – Evaluation Procedures\*\*, Required
- IGBAJ – Special Education – Free Appropriate Public Education (FAPE)\*\*, Required
- IGBAJ-AR – Special Education – Free Appropriate Public Education (FAPE)\*\*, Required
- IGBHE – Expanded Options Program\*\*, Highly Recommended
- IICC – Volunteers, Optional
- IKF – Graduation Requirements\*\* (Version 1 or 2), Required
- JBA/GBN – Sexual Harassment, Required
- JECA - Admission of Resident Students\*\*, Highly Recommended
- JHCD/JHCDA-AR – Medications\*\*, Required
- JHFE-AR (1) - Reporting of Suspected Abuse of a Child (Required)
- JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises, Highly Recommended
- JHFF – Reporting Requirements Regarding Sexual Conduct with Students, Required
- KI - Public Solicitation in District Facilities, Highly Recommended
- KJ - Commercial Advertising, Highly Recommended (Version 2; new code and new title; previously known as KI/KJ - Commercial Advertising/Merchandise Sales)
- KJ - Advertising in District Facilities, DELETE (either version)

#### **HEARING OF CITIZENS / DELEGATIONS**

*The 509-J Board of Directors reserves this time for citizens to share comments or concerns. 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 or concerns listed.***

Board Chair Courtney Snead introduced the **Action Items** for the evening, starting with the consent agenda and asked if there were any comments or desire to pull any of the items listed on the consent agenda. Superintendent Parshall briefly explained Resolution 19-16, Support of Increasing Public School Funding and Resolution 19-20, In Support of Education Funding (OSBA).

**A. Consent Agenda**

- Approval of Board Minutes **December 10, 2018**
- Personnel Action
- Financial Report (*November 30, 2018*)
- Resolution 19-15, Title IV-A SSAE
- ~~Resolution 19-16, Support of Increasing Public School Funding~~
- Resolution 19-17, ODE Career Pathways CTE Grant
- ~~Resolution 19-18, Student Body Funds~~
- Resolution 19-19, ESSA District & School Improvement Grant
- Resolution 19-20, In Support of Education Funding (OSBA)

Board Chair Courtney Snead requested to pull Resolution 19-16 and Resolution 19-18 from the consent agenda for further discussion.

Stan Sullivan moved to approved the consent agenda as amended - **Approved 4/0.**

There was discussion to potentially change the language in the last paragraph of Resolution 19-16, "*Now therefore, be it resolved that the Jefferson County School District Board of Directors will support and encourage efforts to fully fund Oregon public school by increasing state revenue*" to add increasing State revenue and searching for cost reductions – or cost containment. Discussion took place considering the potential change and final decision was to keep resolution #19-16 as is rather than make changes to the language.

Jamie Hurd moved to approve Resolution 19-16, *Support of Increasing Public School Funding* as originally presented - **Approved 4/0.**

Board Chair asked about the Resolution 19-18, Student Body Funds considering information from a prior audit and whether we have made progress on the concerns from the audit. Chief Financial Officer Martha Bewley explained that there is work in progress and Resolution 19-18 was a donation made to the high school during the holidays to provide food for families in need and there is a tracking mechanism in place that the funds were used for that purpose. Superintendent Parshall explained the donation in more detail. The board would like to send a thank you letter for the donation.

Vice-Chair Stan Sullivan moved to approve Resolution 19-18, *Student Body Funds* – **Approved 4/0.**

The remainder of the Action Items were presented for adoption as follows:

Superintendent presented the **Local Service Plan 2019-2020** adopted by Jefferson County ESD on January 10, 2019. Vice-Chair Stan Sullivan moved to approve the Local Service Plan 2019-2020 – **Approved 4/0**.

**Appoint ESD Budget Committee Members** – Superintendent Ken Parshall appointed Randy Bryant, HR & Operations Director and Board Member Tom Norton nominated Jamie Hurd & Courtney Snead.

## REMINDERS

- School Visits w/Board Members - **Tuesday, January 15, 2019**
  - Meet @SSB 8:30am-10:30am; Meet @SSB 11:00am-1:30pm (*includes ½ hour lunch*); Meet @SSB 2:00pm-4:00pm (*includes after school activities*)
- **Thursday, January 31, 2019** – Teacher of the Year 2020 nomination deadline
- **Saturday, February 2, 2019** – Level Two Student Threat Assessment Training
- ~~Next Board Leadership – Tuesday, February 5, 2019 @4:00pm (Courtney & Tom)~~

*It was requested that the Board Leadership days be changed to Wednesdays due to conflicts with the Board Chair schedule – it was agreed Wednesday's would be fine. Tessa will update the Board Leadership calendar and send it out to all board members.*

- **Wednesday, February 6, 2019**, County clerk to publish Notice of District Board Election for May election.
- **Saturday, February 9, 2019 first day** for district candidates to file declaration or petition for May election.
- Next Board Work Session (**#3 - Promise Scholarship Program**) - **Monday, February 11, 2019 @5:00pm**
- Next Board Meeting - **Monday, February 11, 2019 @7:00pm**
- Thinking ahead – mark your calendar
- Warm Springs Family Engagement Night – **Wednesday, February 13, 2019**
- Madras Family Engagement Night – **Wednesday, February 20, 2019**
- **Thursday, March 21, 2019 last day** for district candidates to file declaration or petition for May election.

## Board & Superintendent Highlights:

- Basketball game was fun.
- Youth involvement in sports – coaches are doing phenomenal work.
- School board tours – visited WSK8 and enjoyed seeing the amazing staff at work.
- Looking forward to being more engaged in board activities this year.
- Feedback in AVID site visits last week – the state director visited every school and the feedback is that we are getting better each year. Nice to get that feedback of the progress we are making.

**At 8:02pm the board met in EXECUTIVE SESSION:** *In accordance with ORS 192.660(2)(i) the board met in executive session to review and evaluate the performance of the chief executive officer or any other public officer, employee or staff member, unless the person whose performance is being reviewed and evaluated requests an open hearing.*

The board reconvened in regular session at 8:41pm to conclude the meeting.

**MEETING CLOSURE/ADJOURNED:** Board chair adjourned the meeting at 8:42pm.

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Tessa Bailey, Executive Assistant

***Draft to Board for approval at next meeting.***  
**Monday, February 11, 2018**

\_\_\_\_\_  
Courtney Snead, Board Chair

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Ken Parshall, Superintendent

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Date

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Date

# PHOTOS from the EVENING:



National Junior Honor Society Officers share information about the club with the JCSD 509-J Board.  
Left to right: Secretary Conner Flu, Treasurer Dru Boyle; Olivia Johnson; Vice-President Emily King and President Vanessa Young



STUDENT SPOTLIGHT – Junior National Honor Society students shake hands and pose for picture with the JCSD 509-J Board.