

**THREE RIVERS SCHOOL DISTRICT
BOARD OF DIRECTORS
SPECIAL AND REGULAR SESSION
July 31, 2023**

Three Rivers School District Board of Directors met for a special and regular session Monday, July 31, 2023 at the District Office Administration Office, 8550 New Hope Road, Grants Pass, Josephine County, Oregon.

PRESENT

Jennifer Johnstun, Board Chair
Rich Halsted, Board Member
Jenn Searle, Board Member
Pat Kelly, Board Member
Nancy Reese, Board Member
Dave Valenzuela, Superintendent

Casey Alderson, Deputy Superintendent
Stephanie Allen-Hart, Director
Jessica Durrant, Director
Rob Saunders, Director
Shelly Quick, Recording Secretary

CALL TO ORDER

Board Chair Johnstun called the board retreat to order at 8:05 a.m. and led the Pledge of Allegiance.

BOARD RETREAT

The following items were reviewed and discussed in a workshop setting:

- Board Coverage and Liability
 - Geoff Sinclair with Brown and Brown Northwest spoke to the board about their insurance and liability coverage provided by the district while acting in their capacity as board members.
- OSBA – Board Roles and Responsibilities
 - Kristen Miles, with OSBA, provided board development for a three-hour period reviewing the basic roles and responsibilities of board members. This also included some presented scenarios for discussion, as well as addressing specific questions from board members.

Recess for lunch at 12:15 p.m.

Reconvened at 1:05 p.m.

- Board Goals
 - Superintendent Valenzuela reviewed the current board goals utilizing the current 'umbrella' graphic.
- Directors Roles and Responsibilities
 - A round robin session took place which allowed each board member to meet with each director/superintendent for brief five-minute sessions to discuss their current role and areas of responsibilities within the district.
- Debrief
 - A ten-minute period to wrap up and answer any questions.

Board Chair Johnstun adjourned the special session at 2:00 p.m.

BOARD REGULAR SESSION

Board Chair Johnstun called the regular session to order at 2:10 p.m. and led the Pledge of Allegiance.

NEW BOARD MEMBER OATH OF OFFICE

Board Chair Johnstun led the Oath of Office for newly appointed board members Pat Kelly (zone II) and Nancy Reese (zone IV).

AGENDA APPROVAL

Member Kelly made a motion to approve the agenda as presented. Member Reese seconded the motion; the motion passed unanimously (5-0).

SUPERINTENDENT'S REPORT

Superintendent Valenzuela extended an invitation for any board member to schedule a follow-up one on one meeting if they would like. He then provided the board members with important upcoming dates, which included the second annual all staff return to school gathering on August 23rd at Hidden Valley High School, beginning at 8:00 a.m.

CONSENT AGENDA

Items in the consent agenda will be approved by a single motion unless a member of the Board or the Superintendent requests that an item or items be removed and voted upon separately.

- Routine Personnel Items – July 2023
- Athletic Coaches – July 2023
- Draft minutes - June 14, 2023 - Regular Session
- Out of state travel request (1)
- Member Halsted made a motion to approve the Consent Agenda. Member Kelly seconded the motion; Board Chair Johnstun called for a vote and the motion passed unanimously.

ANNUAL BOARD ORGANIZATION

- **Election of Board Chair**
 - Board Chair Johnstun nominated Rich Halsted for Board Chair. Member Kelly seconded. All voted in favor of Rich Halsted for Board Chair.
- **Election of Board Vice-Chair**
 - Board Chair Johnstun nominated Jenn Searle for Board Vice-Chair. Member Kelly seconded. Member Reese nominated Member Kelly. Member Kelly declined the nomination. All voted in favor of Jenn Searle for Board Vice-Chair.
- **Designation of meeting dates, times and places**
 - A draft meeting schedule was provided to the board designating the regular board meetings to be held the third Wednesday of the month at 6:00 p.m. Work sessions will be held on the first Wednesday of the month at 5:00 p.m., if needed. The locations of the meetings are designated on the draft schedule. At this time there are four meetings to be held at our high schools to accommodate the opportunity for board members to meet with students at a student panel at an earlier time (1:45-2:00 p.m.), with the board meeting immediately following (3:30 -4:00 p.m.).
 - Member Johnstun made a motion to approve the recommended meeting calendar and locations. Member Kelly seconded the motion. Board Chair Johnstun called for a vote and the motion passed unanimously.

Newly appointed Board Chair Rich Halsted took over as Board Chair.

- **Annual Board Organization Resolutions for 2023-24:**

- a. **Designate Administrative Officer:** Superintendent David Valenzuela is the Board's Administrative Officer. Oregon statute specifies that the Board shall designate the chief administrative officer of the district as district clerk.
- b. **Deputy Clerk:** Deputy Superintendent Casey Alderson is the designated Deputy Clerk.
- c. **Designate Budget Officer:** Superintendent David Valenzuela is the designated Budget Officer.
- d. **Designate Board's Official Agent:** Superintendent David Valenzuela will be the official agent for all matters dealing with federal, state and local government agencies and other education agencies. Policy and practice designates this authority to the superintendent.
- e. **Designate Depositories for School Funds:** Wells Fargo, Local Government Investment Pool, Washington Federal, Umpqua Bank, Evergreen Federal, Josephine County Treasurer, and Jackson County Treasurer and all other local financial institutions, which meet Oregon collateral requirements, are the designated depositories. These are the existing depositories and have been carried over to the new fiscal year.
- f. **Authorization to Invest Surplus Funds:** Superintendent David Valenzuela and Deputy Superintendent Casey Alderson will be authorized to invest surplus funds according to school district policy and state law at any of the above-mentioned authorized depositories.
- g. **Authorize Facsimile Signature of Custodian of Funds:** Superintendent David Valenzuela and Deputy Superintendent Casey Alderson facsimile signatures be authorized.
- h. **Designate Auditors:** Kosmatka, Donnelly, and Piels CPA, LLP is designated as our financial auditors for the 2023-2024 school year.
- i. **Designate Legal Counsel:** Hungerford Law Firm, LLP and Sorenson, Ransom & Ferguson, LLP are designated as our legal counsel for the 2023-2024 school year.
- j. **Review status of Local Public Contract Review Board and Rules:** The Three Rivers Board of Directors will act as the review board for the 2023-2024 school year.
- Member Searle made a motion to approve the Annual Board Organization Resolutions for 2023-24. Member Johnstun seconded the motion. Board Chair Halsted called for a vote and the motion passed unanimously.

Suggested Future Agenda Items:

- None

FUTURE MEETING DATES.

- Board Regular Session – Wednesday, September 20, 2023 at 6:00 p.m. - District Office.

ADJOURNMENT

Board Chair Johnstun adjourned the meeting at 2:35 p.m.