

**Multnomah ESD Board of Directors'
Board Regular Session Minutes
Tuesday, February 16, 2016**

**2015-2016
Areas of Focus**

- #1 – Wellness**
- #2 – Equity**
- #3 – Communications**
- #4 – Emergency Preparedness and Planning**

1. CALL TO ORDER AND ROLL CALL

Board Vice-Chair Stephen Beaudoin called the meeting to order at 6:35 p.m. on Tuesday, February 16, 2016 in accordance with the agenda and public notice of the meeting.

Board Members Present: Francisco Acosta, Jr.
Stephen Beaudoin, Vice-Chair-via phone
Mary Botkin-Siobhan Burke
Siobhan Burke-via phone
Michael Durrow-via phone
Bernie Giusto-via phone
Nels Johnson, Chair-via phone

Board Members Absent:

Administrative Staff Present: Scott Perry, Interim Superintendent
Heather Severns, Board Secretary
Doana Anderson, Business Services Director
Laura Conroy, Public Information Officer
Don Hicks, Risk Manager
Katheryn Skimas, Instructional Services Director

Guests Present:

2. PUBLIC COMMENT

There were no comments from the public.

3. REPORTS TO THE BOARD

A. Union Representative Reports

1. Karen Finch, President AFSCME-No report
2. Emily Wittman, President MESDEA

There will be a general membership meeting on the 24th. All Board members are invited. They will be in the East Auditorium at 4:30 p.m. They are having a labor management listening session and welcome feedback from members about what they want to discuss at labor management. Board Chair Johnson asked Emily to email the Board with the invite.

The TELL survey opened on the 1st of February and closes on the 29th. Emily said it would be really great if supervisors can get the codes to the employees so they can take the survey. This is for any employee with a license, this includes administrators. Dawn Strong is working with Alan Moore to get the codes. The survey takes 30-40 minutes to complete.

OEA has a representative assembly in April, they will be voting on who will attend at the meeting on the 24th. Superintendent Search committee is about to start, members are very excited. They are going to the general membership to ask for a volunteer for the equity committee.

B. Superintendents Report

1. OSBA & OAESD Return on Investment

Interim Superintendent Perry discussed what MESD receives for our membership dues.

Multnomah ESD pays the following amounts for dues to statewide organizations:
Oregon Association of Education Service Districts (OAESD) 2015-16 - \$15,000
Oregon School Boards Association (OSBA) -
 Membership - \$5,762
 Board book - \$2,500
Oregon Leadership Network (OLN) - \$12,127

OAESD

Professional development opportunities (Board members and Superintendent)
Legislative advocacy
Membership in Association of Educational Service Agencies (AESA)
Representation at meetings statewide

Legislatively, OAESD is working on EI/ECSE funding (I know that doesn't directly pertain to MESD but it helps your clients), allowing retired speech paths to work full time, and adding ESDs to nursing legislation.

1) It was the work of OAESD that moved the thinking in Salem from eliminating ESDs and/or their funding - without constant due diligence, we could easily go back to that time;

2) ESDs are now involved in everything educational going on in Salem, from ODE and the Governor's office to our partners to our legislators;

3) OAESD works on many issues behind the scenes such as supporting our ESD Superintendents and Board members as well as other services such as finding interim superintendents and other on-demand supports for ESDs.

Board Chair Johnson asked at that if we have a legislative request that OAESD would advocate for it. Superintendent Perry said he found them very responsive.

OSBA

Policy update services and review

Board Book (additional fee) – maintains public record of board meetings

PACE - legal advice (no additional charge), generality liability insurance pool (custom designed for Oregon school districts), cyber liability, property, crime, auto, (all needed insurance except for workers comp)

Board training (conferences and on-site – additional fees)

General Legislative advocacy (as a school district not necessarily with an ESD focus)

OLN

Applied research

Professional development

Consulting

These services are available to MESD but have not necessarily been fully utilized.

2. Superintendent Activities

Key Calendar Activities since last report

- Corbett School District Accountability Report to Board
- Supervisor meeting – leadership discussion (high trust, high accountability)
- Visit to Wynne Watts
- Visit to Arata Creek
- Visit to Helensview Music Studio
- Visit to Burlingame Creek
- COSA Conference
- Meeting – Milt Dennison (Clackamas ESD Superintendent)
- Board Finance Committee Meeting
- MESDEA Leadership
- School Health Services Leadership Meeting
- Visit “All Hands Raised” – meeting with Director Dan Ryan
- Visit Parkrose School District – meeting with Superintendent Karen Gray
- Visit Riverdale School District – meeting with Superintendent Terry Brandon
- Meeting - Rob Saxton – (NW Regional ESD Superintendent) – College and Career Planning
- Legislator/Superintendent Phone Meeting – Superintendent Meeting
- Communication at multiple levels re: Outdoor School employee-Superintendent Perry updated the Board on the situation with the Outdoor School employee and thanked all staff that helped with the communication on such a large scale and short time frame.

3. 2015 BOLI Investigation Recommended Strategies Going Forward
Interim Superintendent Perry reviewed the Lessons Learned and recommended actions document.

Key Areas of Consideration and Recommended Timelines for Implementation

1. Cabinet review of all MESD policies and administrative rules related to discrimination, bullying and harassment with a goal of identifying areas not in line with CBAs, Oregon law and best practices.
Recommended Timeline: Review complete by May, 2016 with summary report to MESD Board of Directors.
2. Provide training and support about discrimination and retaliation to ensure MESD is providing a safe and welcoming workplace for students and staff.
Recommended Timeline: Training content and schedule outline developed by May, 2016 and provided to MESD Board of Directors for review/revision. Trainings to begin September, 2016.
3. Provide training and resources to ensure a safe and welcoming working and learning environment for the LGBTQ community.
Recommended Timeline: Training content and schedule outline developed by May, 2016 and provided to MESD Board of Directors for review/revision. Trainings to begin September, 2016.
4. Establish greater clarity about lines of supervisory responsibility and communication such that the challenge of “multiple administrators simultaneously providing supervision” does not recur.
Recommended Timeline: Cabinet level discussions to begin immediately resulting in MESD Administrative Responsibility/Communication FlowChart developed and in place by November, 2016 (allowing for input from new superintendent).
5. Review and refine procedures for obtaining and maintaining external investigation assistance, when needed, as well as accessing legal counsel.
Recommended Timeline: Cabinet level discussions to begin immediately resulting in MESD Administrative Responsibility/Communication FlowChart developed and in place by November, 2016 (allowing for input from new superintendent).
6. Establish clear procedures and provide training relative to bullying/harassment between co-workers and between staff and supervisors. Training should include:
 - a. Bullying prevention
 - b. How to detect bullying
 - c. Timing of response to bullying
 - d. Appropriate procedures for interrupting and responding to bullying
 - e. How and when to engage agency partners (HR, Risk) to prevent and respond to bullyingRecommended Timeline: Training content and schedule outline developed by May, 2016 and provided to MESD Board of Directors for review/revision. Trainings to begin September, 2016.

Board member Acosta stated that he would like to see trainings with the supervisory staff around the MESDEA and AFSCME contracts. Board member Botkin suggested joint trainings with building reps, supervisory staff and union members. There will have to be two trainings, one with OEA and the other with AFSCME.

4. ACTION ITEMS

A. Consent Agenda:

1. Approval January 19, 2016 Board Regular Session Minutes
2. Resolution 16-012- Approve Resolution to Transfer of Appropriation

**Motion: Director Mary Botkin moved to approve the Consent Agenda.
Director Francisco Acosta seconded the motion.**

Discussion: none

Action: The motion carried with Directors Acosta, Botkin, Burke, Durrow, and Johnson, voting aye. Motion passed 5-0.

Directors Beaudoin and Burke left the conference call.

B. Action Agenda:

1. Approve Resolution 16-007- First Reading Amended Board Policy GCDA-GDDA Criminal Records Check/Fingerprinting (Required)

Background: During the 2015 Legislative session in House Bill 2412, Oregon Revised Statute (ORS) 342.232 was repealed. This statute included language stating ESDs could hire non-licensed employees and allow them to report to work pending the return of a state and national criminal background check. This repeal was effective January 1, 2016.

OSBA staff met with the Oregon Department of Education to resolve concerns about the repeal of the ORS. OSBA has drafted the Memo linked below to provide ESDs more guidance on criminal records checks and/or fingerprinting.

**Motion: Director Mary Botkin moved to approve Resolution 16-007.
Director Francisco Acosta seconded the motion.**

Discussion: We use CRIS for background checks. Board member Botkin asked if we had ever looked in to LEDS, this is the state Law Enforcement system. Dawn Strong will look into this and bring that information back to the Board.

Board member Acosta asked if the question around who pays for fingerprinting had been resolved. Emily Wittman stated that it had.

Action: The motion carried with Directors Acosta, Botkin, Durrow and Johnson, voting aye. Motion passed 4-0.

2. Approve Resolution 16-008-First Reading Amended Board Policy KL-Public Complaints (Highly Recommended)

Background: In response to additional requests from OSBA members for more guidance to boards, OSBA's staff from the policy, labor and legal departments met and added recommended language in the samples for board policy KL - Public Complaints and KL-AR – Public Complaints Procedure.

Motion: Director Michael Durrow moved to approve Resolution 16-008. Director Mary Botkin seconded the motion.

Discussion:

Action: The motion carried with Directors Acosta, Botkin, Durrow, and Johnson, voting aye. Motion passed 4-0.

3. Approve Resolution 16-009-First Reading Amended Board Policies BBFA-Board Member Ethics and Conflict of Interest, BBFB-Board Member Ethics and Nepotism, and GBC-Staff Ethics (All Highly Recommended)

Background: The policy language was revised to better reflect the statutory wording for the definition of “relative” from Oregon Revised Statute 244.020(15) and from the Oregon Governments Ethics Law – A Guide for Public Officials, published by the Oregon Government Ethics Commission

Motion: Director Mary Botkin moved to approve Resolution 16-009. Director Michael Durrow left the meeting prior to the second and vote.

This resolution will carry over to the March 15th meeting for review.

4. Approve Resolution 16-010 –First Reading Amended Board Policy INDB-Flag Display and Statutes (Optional)

Background: A new Oregon Administrative Rule, 581-021-0043, adopted December 10, 2015 by the State Board, requires an ESD that operates a school building, upon request from an Oregon sovereign tribal government, to display a flag representing the sovereign tribal government. The OAR defines an “Oregon sovereign tribal government” to be one that is “a federally recognized tribal government located in the state of Oregon.”

Action: This resolution will carry over to the March 15th meeting for review.

5. Approve Resolution 16-011 –Approval of Fiscal Year 2016-2017 Budget Planning Parameters.

Action: This resolution will carry over to the March 15th meeting for review.

5. BOARD BUSINESS

A. Finance Report

The Quarterly Finance Report and budget process were discussed in the Finance Committee meeting. On 2/17 Director Anderson will be presenting the preliminary costs of our services to the District Business Services Managers. There will also be some Advisory Committee members at this presentation as well. Most members of the MESD Cabinet will be in attendance. This process is more organized than it has been in the past and running more smoothly. Director Anderson is pleased with the quality of the report we will be giving.

Board Chair Johnson asked if we had a hard time coming up with assumptions for this year's budget. Director Anderson said our assumptions were smooth because we are not in negotiations, we are in the second year of the biennium and PERS rates are set. She will be talking about the upcoming 17-19 rates in the assumptions for the PERS bond are a little higher than what would normally be needed to cover the debt service. There are two reasons for this. One, we have a lot of vacancies because of the expanded School Health Assistant program; Director Anderson stated that she is not sure how soon we will be able to get these people hired on. Also the rate to gather the funds to pay our debt services based on PERS eligible salaries, our rate is a little high for this. At the end of the year if we have funds left they will go in the fund to help reduce the rate that we have to pay the next years PERS bond payment

Interim Superintendent Perry commented that trust with our districts is built through transparency. He has heard from multiple districts that Director Anderson is opening the budgets up so they are transparent and they can see what makes up the cost. This has been a focus of many discussions.

B. Board Finance Committee Report-No report

6. BOARD REPORTS

A. Legislative Committee-Legislature is in session. Laura and Mary are working on getting a day at the capitol for MESD. September 12th is during legislative days. This was the only date that was available. We will have the Galleria all to ourselves. The cost is \$50 and \$5 per table. Board member Botkin asked that we have students and teachers attend. Is there sufficient lead up time for this? There will also be senate meetings with legislators. We could also include MESDEA, ONA, OSNA and others.

We need to start thinking about legislative priorities we have for the 2017 session. What is the best way to go about this? Interim Superintendent Perry asked the Board to look at Oregon Rising.

- B. Board Superintendent Search update-**Stephen will be sending a reminder of the entire schedule, Search Committee meetings, executive sessions, Board meetings site visits, interview panels between now and March 16th will go out tomorrow. This is a big list and a lot of hours. Please contact Stephen with questions. The candidate pool has 17 candidates to consider. 14 are men 3 are women, 5 are from the NW region and 12 are from out of state. Board vice-chair listed off the states from which other applicants are from. We will be sharing the candidate packets as soon as everyone's confidentiality forms are in.

Board member Burke brought up her concerns regarding the confidentiality Agreement form. She sent out an email to the Board with her concerns and stated that she is not comfortable signing this document.

Board member Durrow suggested redacting the data, names and locations. Board Chair Johnson asked that the hiring subcommittee look into this request.

- C. Board Equity Committee Report-**Francisco is working with Rob Larson and is working on a charter. He wants the group that Kathryn is leading to merge with the Board group.
- D. OAESD-** Heather discussed the upcoming conference May 19-21 at Eagle Crest. Registration will be open in early March.

E. AESA-No report

7. ACTIVITY CALENDAR

- February 23, 5-7pm Executive Session Superintendent Search Committee Application review
- February 23, 7:15 p.m.-Board Special Session for Superintendent Search
- March 1-2-Superintendent Semifinalist Tours and Interviews
- March 7, 3:00 p.m.-Board Finance Committee
- March 8, 7:00 p.m.-Board Special Session for Superintendent Search
- March 12, 9 a.m.-12 p.m.-Board Semi-Annual Planning Session
- March 15-Superintendent Finalist Interviews
- April 5, 6:00 p.m.-Budget Committee Orientation
- April 12, 6:00 p.m. -Budget Committee Meeting
- April 20, 6:00 p.m.-Budget Committee Meeting if necessary
- April 27, 6:00 p.m.-Budget Committee Meeting if necessary
- May 19-21, OAESD Spring Conference, Eagle Crest, OR
- May 28, Helensview Graduation
- June 7, 1:00 p.m.-2:30 p.m.-Arata Creek Graduation Ceremonies
- June 8, 11:00 a.m.-Wheatley Graduation
- June 17, Three Lakes Graduation

8. ANNOUNCEMENTS

On Friday 2/12 MESD's Penny Plavala received the lifetime literacy award from the Oregon Reading Association. This is given annually to those that promote literacy. Board Chair Johnson asked Heather Severns to send Penny's email address to the Board members so they could send her a note of congratulations is they wish.

School Health Services has been working in collaboration with OHSU and PPS, they have the Benson Wellness Center last week.

9. ADJOURNMENT

There being no further business the meeting was adjourned at 8:08 p.m. The next Board meeting will be held at 6:00 p.m. on Tuesday, March 15, 2016 at the MESD Ainsworth building.

Heather Severns
Executive Assistant/Board Secretary