

**Multnomah ESD Board of Directors'
Board Regular Session Minutes
Tuesday, January 20, 2015**

2013-2015

Performance Areas/Agency Goals

#1 – Financial Performance

#2 – Customer & Market Performance

#3 – Internal Efficiency and Effectiveness

#4 – Long Term Development & Innovation

1. CALL TO ORDER AND ROLL CALL

Chair Giusto called the meeting to order at 6:20 p.m. on Tuesday, January 20, 2015 in accordance with the agenda and public notice of the meeting.

Board Members Present: Francisco Acosta, Jr.
Bernie Giusto, Chair-Via phone
Nels Johnson, Vice Chair
Doug Montgomery
Kevin Spellman
Erica Thatcher

Board Members Absent: Gary Hollands

Administrative Staff Present: Barbara Jorgensen, Superintendent
Kathryn Skimas, Director of Education
Margo Lalich, Director of School Health Services
Heyke Nickerson, Director of HR/Legal Counsel
Doana Anderson, Director of Business Services
Don Hicks, Risk Manager
Laura Conroy, Public Information Officer
Heather Severns, Board Secretary

Guests Present: Members of MESDEA

2. PUBLIC COMMENT

The Board heard public comment regarding current AFSCME bargaining from

Scott Severson-Scott commented on bargaining and mediation

Cindy Bakke- Cindy commented on a day in the life of a school nurse.

Laurel Merz- Commented on her high hopes for bargaining and a fair contract. Laurel feels like we are close to a conclusion.

Terrie Johnson-Terrie commented on negotiation and mediation and asked all Board members to get involved in the bargaining process.

Carrie Perri-Carrie commented on her position as a nurse with MESD and the contract.

3. REPORTS TO THE BOARD

A. Union Representative Reports

1. Emily Wittman, President MESDEA
The first mediation session will be February 5th. Emily's next Board report will reflect what happens on the 5th during mediation. There will be a general meeting at the end of February to catch everyone up on what is going on. Representative assembly for all of OEA in April, this will include 700 people from all over the state.
2. James Barnett, President AFSCME
No report

B. Superintendents Report

1. Introduction of new Public Information Officer Laura Conroy
Barbara introduced the new Public Information Officer Laura Conroy. Laura shared her background with the Board. She has most recently been working with a non-profit, working with Hillsboro School District on legislative affairs and grant writing and also serves on the Hillsboro Schools Foundation Advisory Board.
2. East Portland Math Teachers Common Core Training
The East County Metro Math Teachers have been working together training for the Common Core. MESD teachers are involved in this training. Superintendent Jorgensen referred to an article in the Oregonian published January 12. This article is included in the Board packet.
3. Wheatley School Update-presenter Jeremy Berliss, Principal
Principal Jeremy Berliss went through the presentation from the Wheatley Professional Development In-Service Day on January 5th. He is happy with how things are progressing at Wheatley.

There have been a lot of changes at Wheatley and fall was spent finding their feet at the new location. Last fall they started doing whole class instruction and activities where all of their kids are getting together, they had a holiday party in December. Twice a week in the afternoon one of the EAs brings in his guitar and has music time. This is voluntary and the kids really like it. They have been combining different classes for small group activities as well as individual instruction.

Principal Burliss referred to the you tube video "Do you believe in me"
<https://www.youtube.com/watch?v=hMe8Nil2i20> This is an inspirational video given by a 9 year to the teachers in Dallas, Texas at their welcome back meeting. He is using this as their rallying cry and asked his staff at Wheatley, do we believe

in each of our kids enough that we can hold high expectations for them and that they can learn new things. Do we believe they can do whatever they dream even though they have disabilities?

The staff went over the Building expectations

- 100% focused on the students. Treat them how you want your child treated
- Activities for students that are highly engaging and focused on academic content.
- Work hours are from 8:15-3:45(EAs) and 8:15-4:15(Teachers). Be on time to support your team.
- Always have your student within arm's reach when inside, and in line of sight when outside.
- Treat your co-workers how you want to be treated.

Wheatley 2.0-What they would like to do over the next few months

- Vocational Center continued development, this is a mock up living space for practice with daily activities
- Literacy groups in the library
- Daily story time in the library-story time will happen every day. Staff from Ainsworth and Board members are invited to come and read stories to the students on Tuesdays.
- New cafeteria table for better student social interaction
- Staff can order lunches through the food service program
- There is now a staff first aid station in the work room
- There will be a parent night in April with agencies such as DHS, DD, and vocational Rehab and other support services will be in attendance so parents can learn more about what services are available to them.
- A fire engine will visit next Monday (1/26) at 1pm, this will be a great community relations.

Wheatley Professional Development

- EA's-OIS refreshers; supporting our students and their behaviors in the hall, gymnasium and classroom; Supporting the academic instruction, Teachable moments.
 - Teachers-Teachers as Leaders; How to incorporate additional academic instruction; Unique Learning System
4. Superintendent Jorgensen recognized the Board and thanked them for all of their time. This is in honor of School Board Appreciation Month.

3. ACTION ITEMS

A. Consent Agenda:

1. Approval November 18, 2014 Board Regular Session Minutes
2. Approval November 18, 2014 Board Executive Session Minutes
3. Approval November 10, 2014 Board Executive Session Minutes
4. Approval December 16, 2014 Board Executive Session Minutes
5. Approval December 16, 2014 Board Regular Session Minutes

6. Approval January 8, 2015 Board Executive Session Minutes
7. Resolution 14-088 – Personnel – New Hire Contracts
8. Resolution 15-001-Personnel-Approval of Non TSPC Licensed Contracts
9. Resolution 15-002-Personnel-Approval of TSPC Licensed Personnel Contracts
10. Resolution 15-003-Personnel-Approval of NON TSPC Personnel Contracts

Motion: Director Doug Montgomery moved to approve the Consent Agenda.
Director Erica Thatcher seconded the motion.

Discussion: None

Action: The motion carried with Directors Acosta, Giusto, Johnson, Montgomery, Spellman and Thatcher voting aye. Motion passed 6-0.

B. Action Agenda:

1. Approve Resolution 15-004 – Adoption of the 2015-2016 MESD Local Service Plan

Background: Under ORS 334.175(5)(a) and OAR 581-024-0285 A local service plan must be adopted by the board of the education service district.

The Multnomah ESD Local Service Plan for 2015-2016 has been developed through the collaborative work of the MESD Advisory Committees, comprised of our component district representatives, to meet the needs and requests of our component districts to provide services to their children.

Motion: Director Doug Montgomery moved to approve Resolution 14-089.
Director Francisco Acosta seconded the motion.

Discussion: None

Action: The motion carried with Directors Acosta, Giusto, Johnson, Montgomery, Spellman and Thatcher voting aye. Motion passed 6-0.

2. Approve Resolution 15-005 – Approval for first reading of new Board Policy EEACA-Bus Driver Examination and Training

Background: Under new requirements from the Federal Motor Carrier Safety Administration (FMCSA), all physical examinations of school bus drivers must be administered by a certified medical examiner who is listed in the FMCSA's National Registry of Certified Medical Examiners. To remain in compliance with the commercial driver license regulations, the Oregon Department of Education is requiring all physical exams administered on or after the implementation date of May 21, 2014, be done by a certified medical examiner.

Motion: Director Doug Montgomery moved to approve Resolution 15-005.
Director Erica Thatcher seconded the motion.

Discussion: None

Action: The motion carried with Directors Acosta, Giusto, Johnson,
Montgomery, Spellman and Thatcher voting aye. Motion passed 6-0.

**3. Approve Resolution 15-006– First reading of amended board policy KL-Public
Complaints**

Background: All public complaint procedures are required to have a timeline for each step
as stated in Oregon Administrative Rule 581-022-1941(2).

Motion: Director Doug Montgomery moved to approve Resolution 15-006.
Director Erica Thatcher seconded the motion.

Discussion: None

Action: The motion carried with Directors Acosta, Giusto, Johnson,
Montgomery, Spellman and Thatcher voting aye. Motion passed 6-0.

**4. Approve Resolution 15-007 – First Reading of Amended Board Policy EFA-
Local Wellness Program.**

Background: In consultation with the Oregon Department of Education (ODE), the
attached wellness and nutrition policies and administrative regulations have been
revised. Oregon SMART Snacks
was revised June 2014 by ODE and included revisions from Federal Smart Snacks and
Oregon School Nutrition Standards, setting new minimums and requirements for snacks
and beverages served or sold throughout the day on school property. In addition, optional
language was added related to School Employee Wellness.

Motion: Director Erica Thatcher moved to approve Resolution 15-007.
Director Francisco Acosta seconded the motion.

Discussion: None

Action: The motion carried with Directors Acosta, Johnson, Montgomery,
Spellman and Thatcher voting aye. Motion passed 5-0. Board Chair
Giusto's connection was lost

**5. Approve Resolution 15-008 Approval for First Reading of New Board Policy
EFAA-MESD Nutrition and Food Services**

Background: In consultation with the Oregon Department of Education (ODE), the use of
the term "commodity foods" will now be replaced with "USDA Foods". This was changed
because USDA food is the official name and references where the food came from.

Motion: Director Francisco Acosta moved to approve Resolution 15-008.
Director Erica Thatcher seconded the motion.

Discussion: None

Action: The motion carried with Directors Acosta, Giusto, Johnson, Montgomery, Spellman and Thatcher voting aye. Motion passed 6-0.

6. Approve Resolution 15-009 – First Reading of Amended Board Policy JHCD-Non-prescription Medication

Background: Subsequent to Senate Bill 611 from the 2013 Legislative session, the State Board of Education adopted revisions to Oregon Administrative Rule (OAR) 581-021-0037. The revisions clarified: the instruction or training ESD personnel are required to receive; what are appropriate permissions from parents/guardians or other qualified individuals on instructions for administering a medication; which ESD personnel may be designated to administer prescription/nonprescription medication to a student; and when an ESD may allow self-administration of medication by a student.

It further adds that a designated staff member of an ESD may administer a premeasured dose of epinephrine to a student or other individual on school premises when the ESD staff believe, in good faith, the student or individual is experiencing a severe allergic reaction and is unable to self-medicate, regardless if that student or individual has a prescription for epinephrine.

Motion: Director Francisco Acosta moved to approve Resolution 15-009.
Director Erica Thatcher seconded the motion.

Discussion: None

Action: The motion carried with Directors Acosta, Johnson, Montgomery, Spellman and Thatcher voting aye. Motion passed 5-0. Board Chair Giusto's connection was lost

7. Approve Resolution 15-010 – First Reading Amended Board Policy JHCDA-Prescription Medication

Background: Subsequent to Senate Bill 611 from the 2013 Legislative session, the State Board of Education adopted revisions to Oregon Administrative Rule (OAR) 581-021-0037. The revisions clarified: the instruction or training ESD personnel are required to receive; what are appropriate permissions from parents/guardians or other qualified individuals on instructions for administering a medication; which ESD personnel may be designated to administer prescription/nonprescription medication to a student; and when an ESD may allow self-administration of medication by a student.

It further adds that a designated staff member of an ESD may administer a premeasured dose of epinephrine to a student or other individual on school premises when the ESD staff believe, in good faith, the student or individual is experiencing a severe allergic reaction and is unable to self-medicate, regardless if that student or individual has a prescription for epinephrine.

Motion: Director Erica Thatcher moved to approve Resolution 15-010. Director Kevin Spellman seconded the motion.

Discussion: None

Action: The motion carried with Directors Acosta, Johnson, Montgomery, Spellman and Thatcher voting aye. Motion passed 5-0. Board Chair Giusto's connection was lost

4. OTHER BOARD BUSINESS

a. Finance Report

1. November 30, 2014 Financial Report – Presenter Business Services Director Anderson
The MESD's cash balance at the end of November was \$22 million and reflects the influx of property tax revenue that is normal for that period. The timing of tax revenue receipts varies, so although the total cash receipts in November were approximately 9% lower than last year, total receipts at the end of December were almost \$3 million more than last year at the same time.

Negative cash balance remains an issue and can be attributed to the DHS OR-Case receivable balance. The MESD's OR-Case team continues to reimburse community partners on a monthly basis; meanwhile, we wait to be reimbursed by Oregon DHS. Our project manager is working with colleagues at DHS and DHS District 2 to help resolve the issues. So far we believe that outstanding invoices from 2011 have been paid and we continue to work together to bring them current. The outstanding balance on June 30 was \$3.2 million. As of November 30, year-to-date receipts totaled \$122 thousand.

The spike in revenues reflects property tax receipts that are due November 15 of each year. As of December, total year-to-date tax receipts were approximately 5% higher than last the same time last year. It is important to remember that an increase in tax revenue could be offset by a decrease in anticipated SSF receipts for the year.

As expected, component districts start requesting transit payments when we start receiving tax revenue. In November, the MESD paid \$2.5 million in transits to Gresham-Barlow and David Douglas school districts. In December, an additional \$2.8 million was paid to Portland and Riverdale school districts

One result of increased tax revenue is an increase in transfers from Resolution Services to the Operating Fund. This is the 10% of SSF available to the MESD to fund general operating expenses.

2. Board Finance Committee Report

The minutes of January 5th are attached to the Board Agenda. Board member Spellman reported we are continuing to keep pressure on DHS so we can collect money due to us. The issue we are tracking closely is fund 6. The current year budget on fund 6 is 1 million dollars and the current projection is a little more than that. We are encouraging that that be reduced because we do not have the funds to do that again next year. Director Anderson is meeting with operational supervisors and managers and encouraging them to update their estimates including new contracts and revenues.

b. **Multnomah Children's Foundation**

Joann Ossanna has been working on contract for us temporarily as an internal auditor. Her first project was to review the financial information for the Multnomah Children's Foundation. Joann had two priorities; one was to determine if the balances were accurate as of June 30th 2014, and also to find out why the net assets were less than the dedicated program commitments and endowments by about \$50,000. Joann stated that this was the most difficult review that she has ever done. The reason for this is that the books were kept on QuickBooks which is a great platform but whoever was entering them did not follow generally accepted accounting principles. The bookkeeper had good intentions to use the liability accounts to account for the restricted net assets and then they changed the way they did their transactions over time and then got to a point where they did not know what they had unrestricted in the assets and continued to issue grants such as Terra Nova. There are journal entries that do not have documentation but Joann did not find anything that she was concerned about. During the process she came up with a number of small adjustments, the largest was about \$3,000. Joann has reasonable assurance that the balances that she has are pretty well accurate and appropriately accounted for. The results for the Foundation are as follows. There is a balance as of 6-30-2014 of cash and investments of \$384,000. Liabilities are approximately \$214,000, these are invoices due to MESD to reimburse for expenditures that they paid out. Dedicated programs E2 computer scholarship fund has \$60,000, but as of 6-30-14 \$11,000 has been paid out but it will be reimbursed. The other miscellaneous commitments \$32,000, endowments \$114,000 and that leaves negative net assets of about \$46,000 that will need to be dealt with.

Moving forward, info on quick books cannot continue the way it is. There are a few choices, the information can be created in QuickBooks again and hire a book keeper to account for their records. Distribute the program expenditures to join in with another non-profit or close the foundation. There are several options they can take. There are no current bills due every month.

Board member Montgomery asked Joann to put together a few options for the Foundation Board to move forward with.

c. Legislative Reports

1. Legislative Update –No Report
2. Board Legislative Committee-No Report

5. BOARD REPORTS

a. OSBA-No Report

b. OAESD

1. OAESD Spring Conference – May 14-16 Board members were asked to let Heather Severns know if they are planning to attend the conference by the beginning of March.

c. AESA-None

d. Correspondence – None

6. ACTIVITY CALENDAR

1. **Saturday, February 7, 2015**-Board Semi Annual Planning Session.
2. **MESD Book fundraiser**- Shop at Barnes and Nobles from February 7th, 2015 through February 12th, and a percentage of in-store and on-line sales, up to 25%, will help buy needed books for Donald E. Long and Wynne Watts Schools. Come see artwork, poems and essays created by the students at Donald E. Long and Wynne Watts.

7. ADJOURNMENT

There being no further business the meeting was adjourned at 7:53 p.m. The next Board meeting will be held at 5:30 p.m. on Tuesday, February 17, 2015 at the MESD Ainsworth building.

Heather Severns
Executive Assistant/Board Secretary