

Malheur Education Service District Region 14  
Board Meeting Minutes

Tuesday, July 17th, 2025, at 3:30 PM at Plaza Inn Restaurant, in Ontario, OR

Malheur ESD Board Meeting:

Pursuant to notices sent to newspapers of general circulation, the Board meeting was held on Tuesday, July 15th, 2025, at 3:30 PM at the Plaza Inn Restaurant, Ontario, OR.

Preliminary:

ESD Board Vice Chair Les Linegar called the meeting to order at 3:30 PM. Board members in attendance and comprising a quorum were Jill Conant, Greg Alexander, Newell Cleaver, Rebecca Martinez, and Topper Schlupe. Amy McGourty was not present. Also in attendance were Superintendent Mark Redmond, Business Manager Matt Mejia, Curriculum Director Angie Arriola, Special Education Director Teresa Jones, HR Manager Kristia Simmons, and Executive Administrative Assistant Jodi Westerberg.

Topper Schlupe, Rebecca Martinez, and Greg Alexander were all given the Oath of Office and sworn in as Board Members.

Matt Mejia discussed the budget questions that were brought to him before the meeting.

- a. White Hat Matt: Early Learning Website managers that help with website maintenance, helped with Coordinated Enrollment

Organization For 2025-2026:

A MOTION WAS MADE by Greg Alexander to nominate Les Linegar for Board Chair. Jill Conant seconded and the motion carried unanimously with a 6-0 vote.

- A. Appoint Chair.

A MOTION WAS MADE by Jill Conant to nominate Greg Alexander for Board Vice Chair. Rebecca Martinez seconded and the motion carried unanimously with a 6-0 vote.

- B. Appoint Vice Chair.

A MOTION WAS MADE by Jill Conant to approve Consent Agenda Items C-I.

Newell Cleaver seconded, and the motion carried unanimously with a 6-0 vote.

- C. Approve 2024-2026 Strategic Plan
- D. Approve 2025-2026 Organizational Chart
- E. Approve 2025-2026 ESD Handbook
- F. Approve 2025-2026 Malheur ESD Communicable Disease Plan
- G. Approve 2025-2026 Emergency Operations Plan
- H. Approve 2025-2026 Healthy and Safe School Plans
- I. Approve 2025-2026 Health Services Plan

Consent Agenda:

A MOTION WAS MADE by Newell Cleaver to approve Consent Agenda Items A-C. Greg Alexander seconded and the motion carried unanimously with a 6-0 vote.

- A. Approve the minutes of the June 17th 2025 Board Meeting.
- B. Approve budget questions for July 2025.
- C. Approve payment of July 2025 bills and monthly financial statements.

A MOTION WAS MADE by Jill Conant to approve Consent Agenda Items D-R as amended with corrected date of 2025-26 for item G. Rebecca Martinez seconded and the motion carried unanimously with a 6-0 vote.

- D. Appointment of the Superintendent as the Budget Officer
- E. Appointment of the Superintendent as the ESD Clerk
- F. Appointment of the ESD Business Manager as Matt Mejia
- G. Appointment of Clerk and Business Manager as Custodian of Funds and Depository (Umpqua Bank and LGIP for 2024-2025)
- H. Confirmation of Board Meeting Times, Date, and Place for 2025-2026, Plaza Inn, Ontario, 3:30pm, 3rd Tuesday of the month, unless otherwise noted.
- I. Confirmation of Budget Committee Appointments: Eddie Kinkade, Sharona Olsen, Brett Uptmor, and Darlene McConnell.
- J. Authorization to Co-Mingle Funds.
- K. Authorizing Superintendent, Board Chair, and Director of Curriculum and Instruction to sign checks (Internal Service Account).
- L. Authorization to pay bills in a timely manner.
- M. Continuation of Fidelity Bonds for Clerk and Business Manager through PACE.
- N. Designation of Insurance Agent of Record 2025-2026 (Field Waldo/Ellen Martinez).
- O. Designation of 2025-2026 Auditor (Pauly Rogers and Co., P.C.).
- P. Designation of Legal Counsel (GHR Rebekah Jacobson).
- Q. Designation of Official Newspaper (Argus Observer).
- R. Authorizing Facsimile Signature.

Business Items:

- A. Business Report: Spending for last year is now over, and Matt should have final ending fund balances in a couple months. We are still waiting on EI/ECSE contracts for the 3<sup>rd</sup> and 4<sup>th</sup> quarter.
- B. Update on Legislation and Funding. Superintendent Redmond provided the board with an update on the status of legislation and funding summarized on the handout
- C. Bidding Process Update - The winning bid will be announced on 8/13 at 3:00pm at the ESD, and the board is invited to attend.

Personnel Items:

A MOTION WAS MADE by Greg Alexander to approve Personnel Items A-G with 25-26 changes in the Harper extra duty contract noted. Newell Cleaver seconded and the motion carried unanimously with a 6-0 vote.

- A. Approve Updated Administrative Assistant Evaluation Tool.
- B. Approve College and Career Coach Evaluation Tool.
- C. Approve monthly Harper Extra Duty Contract
- D. Approve Job Postings
  - a. None
- E. Approve Job Descriptions
  - a. School Improvement Coach
  - b. College and Career Coach (Formerly Youth Transition Specialist YTP)
- F. Approve Hires:
  - a. Jerry Peacock - School Improvement Coach, 0.5 FTE, Effective 7/1/2025
  - b. John Stroup - CTE Regional Coordinator, Effective 7/1/2025
- G. Approve Resignations:
  - a. Kirsten Andersen

Other:

- A. Staff Retreat, July 21st, 2025 - Office will be closed.
- B. Executive Summit, August 4th, 2025
- C. Staff Inservice, August 11th, 2025, 8-11am, Four Rivers Cultural Center, Board Invited
- D. HR Manager- Kristia Simmons - Oregon Wellbeing Trust Grant – Malheur ESD was awarded \$150,000K Grant to be used over the next 4 years for staff wellness. Kristia wrote and received the grant and shared several of the events she has in mind.
- E. Director of Curriculum Update: Angie has been meeting with districts, Summer Institute is currently underway, there will be an Early Literacy training on 8/14 specifically for IAs on the Science of Reading and there was a Substitute training with 46 attendees this week to go over school protocols, child abuse, and emergency operations.
- F. Director of Special Education Update: Teresa let the Board know that IDEA applications are completed and she is preparing staff for any changes and getting things ready to support students.
- G. Superintendent Update:
  - Nyssa Preschool is being set up now
  - Nikki Albisu, Ontario Superintendent, asked Superintendent Redmond to do the Board Training for their Board, he will talk about Board roles /Superintendent roles, Executive Sessions etc. That will take place on 8/28.
  - Angie Arriola is going to be on the legislative rules committee for early literacy. This will be good for our region and help to keep our issues on the radar.
  - The ESD is also going to be a pilot for accountability and administrative burden. Superintendent Redmond was pleasantly surprised by the number of small schools that were included in this. He feels that the state is beginning to listen.

- Greg Alexander asked when Storytime would be held this year. The date is set for 9/16 and Board members are invited to attend.

Adjournment:

A MOTION WAS MADE by Newell Cleaver to adjourn the meeting. Jill Conant seconded and the motion carried unanimously with a 6-0 vote. The meeting was adjourned at 4:40 pm.

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BOARD CHAIR

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BOARD SECRETARY

DATE APPROVED: \_\_\_\_\_