



**Jefferson County Education Service District
BOARD MEETING**

Wednesday, January 5, 2022

Regular Session – 6:00pm

~~Hybrid: In-person and Electronic Meeting via Zoom~~



REMOTE ACCESS ONLY

Jefferson County ESD, 295 SW Buff St., Madras, OR 97741

Time: Jan 5, 2022 6:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86813255398?pwd=QkFKWGtqcGxMTmVXeGptRGE5dUhhPQT09>

Meeting ID: 868 1325 5398 Passcode: 061731 Phone (253) 215-8782 US (Tacoma)

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2021/2022 Board Members: Chair Joan Starkel; Vice-Chair Daniel Petke; Jamie McLeod-Skinner; Dani Cowdrey; Barbara Ibrahim; Raylene Thomas and Chelsey Huttinga

REGULAR SESSION BOARD MEETING

MINUTES

ATTENDANCE: Chair Joan Starkel; Vice-Chair Daniel Petke, Dani Cowdrey; Barbara Ibrahim; Raylene Thomas and Jamie McLeod-Skinner

ABSENT: Chelsey Huttinga

WELCOME - REGULAR SESSION / PLEDGE OF ALLEGIANCE / ROLL CALL

Board Chair Joan Starkel called the meeting to order at 6:00pm, followed by the Pledge of Allegiance.

AGENDA ADOPTION

Jamie McLeod-Skinner moved to approve the agenda as presented; seconded by Daniel Petke; motion passed unanimously – **Approved 6/0.**

COMMUNICATION / PRESENTATIONS / REPORTS

School Board Recognition / Appreciation Month

Superintendent Shay Mikalson presented the Proclamation declaring the month of January as school board appreciation month. He also presented to each board member a gift of a bamboo cutting board of the State of Oregon. He asked the board members to contact the Board Secretary to arrange to pick-up.

Teacher of the Year 2023 Update

Superintendent Shay Mikalson reminded the board that nominations are still open for teacher of the year through the month January. People (to include board members) can nominate a teacher by going

to: <https://oregonteacheroftheyear.org/>. He also explained, in February applications will be sent out to those who have been nominated and in March we will welcome another board member (in addition to Barb Ibrahim who expressed interest) to be on the blue ribbon panel for the selection process.

Steve Rankin Memorial Grant Process Update

Superintendent Shay Mikalson shared that Barb Ibrahim, Chelsey Huttinga and Board Secretary Tessa Bailey met on December 10, 2022 to have a discussion about ways to enhance the process for the Steve Rankin Memorial grants. More discussion will take place and recommendations will be brought before the board for final decisions as we proceed with the Steve Rankin Memorial Grants application process this year.

COVID-19 MOU Bargaining Update

Superintendent Shay Mikalson explained the COVID-19 MOU in detail sharing that they extended the offer to all staff with the exception of the administrative staff (Martha, Barbara, David and himself); he shared that the MOU would end at the declaration of the end of the pandemic or June 30, 2022, whichever comes first. He asked if they had any questions.

Jamie McLeod-Skinner thanked the team for doing this work, and providing the background on the process. She asked Superintendent Mikalson if all impacted staff have been able to weigh-in, and are there any concerns that were not addressed.

Superintendent Mikalson stated, he would never want to say that every employee was able to weigh-in; in the bargaining process it is between the association and the district. He explained that they have met 4 or 5 different times, and at each of the meetings (with the bargaining group) there were 2-6 staff members present, and the Association itself has communicated with the employee group; the classified group has not been brought into the conversation because it was a specific request to bargain by Cascade Uniserve; and added, the work we do is ongoing, and David Hicks, and Barbara Garland, who have the most direct staff that they supervise out in our schools, do a tremendous job - not waiting to bargain, but to listen to staff on a daily and weekly basis. There are things that take ongoing conversation, and some things we just don't have the answer to; but we have a very healthy and effective feedback with employees; and he feels good about the procedures we have in place, and the process, but would not misguide in stating that everyone has weighed-in.

Jamie McLeod-Skinner thanked Superintendent Mikalson for that feedback and asked if the leave covers all the potential impacts – the various strands or variants of COVID-19. Superintendent Mikalson confirmed, yes it does.

Jamie McLeod-Skinner asked if there are other members of the team that the board could consider in recognition; the terms of leave of absence, or is that something that is in their purview. Superintendent Mikalson said he would not want anything extra for himself, but he has worked alongside Martha, David and Barbara and their work has been impacted by COVID-19; if the board had the notion to support the three of them, he would be 100% be in favor of that. Jamie McLeod-Skinner then asked CFO Bewley, in terms of the finances that are available – confirmed, this is coming from money that has been allocated but not spent; would the Board be able to extend this MOU to all staff- and would it be within our financial resources. CFO Martha Bewley confirmed, yes it would.

Board Chair Starkel asked if there were any additional questions. There were none, she continued to the next agenda item.

Financial Update

Superintendent Shay Mikalson presented the financial update (pages 8-14 of board packet) – explaining the \$41,083,200 of funds going to ESDs for Technical Assistance as well as explaining the increase reflected on page 14, and he shared that JCESD will start to receive addendums to the contract as we continue our work to serve our districts.

2022-23 JCESD Local Service Plan Update

Superintendent Shay Mikalson thoroughly presented the proposed 2022-23 JCESD Local Service Plan, (pages 15-28) explaining the updates, and that he will be working in the next months to present to the component districts for their approval/adoption. He also explained the increased investment reflected in the Jefferson County ESD's Student Success Act Comprehensive Support Plan.

Conversation took place about the SSA funding, FTE, positions, culture of care and the work in progress. Superintendent Shay Mikalson explained that he will continue to inform the board as the information is available.

Board Chair Starkel thanked Superintendent Mikalson for adding the core values and the board goals to the Local Service Plan and expressed an interest in joining him to attend the component districts board meetings' when presenting the Local Service Plan.

Budget Process Next Steps Discussion

CFO Bewley explained that the budget calendar is driven by the Local Service Plan – we will be adding a work session (Budget 101) on March 2, 2022. She also shared that the component districts (with the exception of Ashwood) have nominated their JCESD budget committee members for the board to vote on later in the meeting under the action items. CFO Bewley shared the target dates of the budget calendar for board members.

OAESD Governance Council Update

Superintendent Shay Mikalson shared that he and Jamie McLeod-Skinner attended the OAESD Governance Council meeting on December 9th. He shared that he was selected for the legislative committee and there is a sub-committee called the OAESD Officer Council, and explained that nominations are open for Chair-Elect and President-Elect until the end of January and local boards will cast their votes for Chair-Elect in February – March timeframe.

HEARING OF CITIZENS, DELEGATIONS AND STAFF MEMBERS:

(Option 1) (Board Chair will offer opportunity during meeting) The Board of Directors reserves this time for citizens to speak to the Board; because time is limited, as a standard practice, and courtesy to others and to maintain our meeting schedule, guests will be allotted three minutes (or less if needed, based board chair prerogative) to speak. If you have a group attending regarding the same topic, you will need to appoint one speaker.

(Option 2) Written Comment: The JCESD Board may accept public comment in writing prior to the meeting. If you are a member of the community and wish to provide a public comment they will be

taken in written format ONLY. Written comments must be received by 1:00 pm on Wednesday, January 5, 2022 and will be read during the public comment section of the virtual meeting. Thank you for your understanding and cooperation.

There were no comments submitted this evening. Board Chair proceeded to the action items.

ACTION ITEMS

Jamie McLeod-Skinner suggested/recommended to amend the minutes to reflect a board member not being listed as both present and absent (if someone is joining late or leaving early, and misses a vote); rather to show them as present and note the time of entrance in the context of the minutes; and recommended to update the process of capturing attendance for future meetings.

Consent Agenda

1. Approval of December 1, 2021 Meeting Minutes
2. Personnel (if any)
3. Accounts Payable Vouchers
4. Financials

Jamie McLeod-Skinner motioned to approve the consent agenda with the minor modification to the minutes in regards to the attendance, seconded by Raylene Thomas; motion passed unanimously – **Approved 6/0.**

- A. OSBA Policy Update, October 2021, Vol.65 No.1 esd – (5 policies only) – 2nd & Final READING** *(with noted updates from comments from 1st Reading)*
- AC – Nondiscrimination, Required
 - GBA – Equal Employment Opportunity, Required
 - IGBI - Bilingual Education, Required
 - JB – Equal Educational Opportunity, Required
 - JFCJ – Weapons in Schools, Required

Superintendent Shay Mikalson clarified the three policies that had the subscript of sexual orientation removed during the first reading have been changed to keep the subscript based on the recommendation of the board.

Jamie McLeod-Skinner thanked Superintendent Mikalson, board secretary and the board for their consideration and work to keep that content; in her mind and her experience there is a great distinction and she appreciates the work on keeping that text in the policies. With no further questions or comments the board chair called for a motion.

Jamie McLeod-Skinner motioned to approve the policy updates as presented in the packet, seconded by Barb Ibrahim; motion passed unanimously – **Approved 6/0.**

B. Approve JCESD Local Service Plan 2022-2023

Board Chair called for questions or comments on the 2022-2023 Local Service Plan – with none, she called for a motion.

Dani Cowdrey motioned to approve the 2022-2023 JCESD Local Service Plan as presented, seconded by Daniel Petke; motion passed unanimously – **Approved 6/0.**

C. COVID-19 MOU

Jamie McLeod-Skinner stated, if there are no further comments or questions she motions to approve the COVID-19 MOU and extend the agreement to other staff.

Discussion took place regarding the COVID-19 MOU and extending it to other staff as discussed previously in the meeting. Board Chair Starkel clarified that the COVID-19 MOU is specific to negotiations with the bargaining unit and should be voted on accordingly. Therefore, Jamie McLeod-Skinner withdrew her previous motion.

Jamie McLeod-Skinner motioned to approve the COVID-19 MOU as presented, seconded by Dani Cowdrey; motion passed unanimously – **Approved 6/0.**

Jamie McLeod-Skinner asked Superintendent Shay Mikalson if the board has the authority to extend the conditions of the MOU to administrative staff. Superintendent Shay Mikalson confirmed, yes they do – however in doing so he would respectfully decline that offer for himself but would extend it to the other three (Martha, David and Barbara). He stated they can talk about his compensation separately, but because he is a voice at the bargaining table he would never like to feel like he is bargaining for himself.

Jamie McLeod-Skinner asked Superintendent Shay Mikalson to clarify whether Tessa Bailey is included in the existing MOU or does her name need to be added to the list. Superintendent Shay Mikalson clarified, yes she is included in the existing MOU. Discussion took place regarding the technology team – if they are included as well whether they are licensed or not. It was shared that the MOU covers all unlicensed, classified staff and others. Superintendent Shay Mikalson said it is a unique circumstance, but the conversation at the table was they wanted to include everyone and confirmed that the MOU covers everyone at the Jefferson County ESD except for himself, David Hicks, Martha Bewley and Barbara Garland.

Discussion took place about FTE, prorating, and COVID leave offered to each employee of the Jefferson County ESD.

As a separate motion, Jamie McLeod-Skinner moved to extend the terms and conditions of the entire MOU, to include the stipend and to include the leave as written, to the administrative staff who are not included (respecting the Superintendents wishes to not include him) therefore, including Martha, David and Barbara. Motion was seconded by Barbara Ibrahim; motion passed unanimously – **Approved 6/0.**

D. Nominate/Appoint Budget Committee Members

Vacant* Position 1 – Ashwood Term ends: 06/30/2024

Delaney Sharp Position 3 – Black Butte Term ends: 06/30/2024

Jacob Struck Position 4 – JCSD 509J Term ends: 06/30/2024

Kevin Richards Position 6 – JCSD 509J Term ends: 06/30/2024

Stacie Holmstrom Position 7 – JCSD 509J Term ends: 06/30/2024

**Ashwood will appoint Budget Committee Member on January 13, 2022.*

Dani Cowdrey moved to approve the budget committee members nominated by component districts, seconded by Raylene Thomas; motion passed unanimously – **Approved 6/0.**

E. IGA - JCSD 509J and JCESD, Installment Purchase Agreement

CFO Martha Bewley explained the installment purchase agreement. She said, it is the agreement with Ameresco that was discussed with the Board at a previous meeting. She explained that JCSD 509J secured financing and what pertains to the JCESD is the terms reflected on page 58, the total amount of \$86,537 with interest rate of 2.46%. It was also shared that there would be no penalties for early payoff. Board Chair called for a motion.

Barbara Ibrahim motioned to pass the JCSD 509J and JCESD, Installment Purchase Agreement as presented, seconded by Jamie McLeod-Skinner; motion passed unanimously – **Approved 6/0.**

BOARD HIGHLIGHTS

- Made it through the holidays.
- Appreciate the ‘behind the scenes’ work.
- Good job, *Shay, Joan and Tessa* – thank you!

REMINDERS:

- Next Regular Session Board Meeting (6pm) – **Wednesday, February 2, 2022**
- Save the Date: OAESD’s Annual Spring Conference is scheduled for **March 9-11, 2022** at the beautiful Sunriver Resort.
- OAESD Governance Council - **March 9-11, 2022**

MEETING CLOSURE/ADJOURNED

With no further business, Board Chair Joan Starkel adjourned the meeting at 7:34pm.

**DRAFT to Board for Approval at next meeting:
February 2, 2022**

Tessa Bailey, Board Secretary

Board Chair Joan Starkel

Superintendent Shay Mikalson

Date

Date