



# Jefferson County Education Service District

## BOARD MEETINGS

**Wednesday, November 3, 2021**

**Work Session – 5:00pm Regular Session – 6:00pm**

**REMOTE ACCESS ONLY**

Topic: 20211103 JCESD Board Work Session and Meeting  
Time: Nov 3, 2021 05:00 PM Pacific Time (US and Canada)  
Join Zoom Meeting

<https://us02web.zoom.us/j/81684396369?pwd=eGswVIRJOHhEcnYyWHVUWXo1VE5lUT09>

Meeting ID: 816 8439 6369 Passcode: 377176

Phone: (253) 215-8782 Meeting ID: 816 8439 6369 Passcode: 377176

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

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### REGULAR SESSION BOARD MEETING

## MINUTES

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

**ABSENT:** None.

#### **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 requested to add an item to #3 (Communication / Presentations / Reports) to the agenda to discuss the ballot measure that passed for JCSD 509J.

Jamie McLeod-Skinner motioned to approve the agenda with the proposed additional topic added to the discussion, seconded by Dani Cowdrey; motion passed unanimously – **Approved 7/0.**

#### **COMMUNICATION / PRESENTATIONS / REPORTS**

##### **a) Announcement – JCSD 509J Board Chair Laurie Danzuka named OSBA Board Member of the Year 2021**

Superintendent Shay Mikalson shared the announcement that Laurie Danzuka was named as the OSBA Board Member of the year 2021 and she was honored at the 509J Board meeting at Warm Springs.

**[Added item] JCSD 509J Bond measure** – Superintendent Shay Mikalson shared that CFO Martha Bewley has been working tremendously hard with/on the political action committee for the JCSD 509J bond measure, and asked that she provide an update. CFO Martha Bewley shared that community overwhelmingly supported the JCSD 509J bond measure with a 58% yes vote.

Jamie McLeod-Skinner commented that some kids, educators, and people that use our facilities will not know to thank Martha personally, so, on their behalf she would like to thank CFO Bewley for her labor-of-love and commitment to public service.

**b) OSBA Elections (Nov – Dec)**

Superintendent Shay Mikalson shared the 2021 OSBA Elections calendar and map of the governance regions and summarized the open positions. Currently Patti Norris represents our region 3, and we are not voting on that position this year. This evening the board will vote on position 3, for the 2021 Legislative Policy Committee position - Courtney Snead, is currently serving in the role and is seeking that position again.

**c) OAESD Elections**

Superintendent Shay Mikalson shared about the OAESD leadership structure with a colorful diagram (page 11 of the board packet), explaining that we pay dues to this organization and with all the elections that take place, this may help as a visual, especially for the new board members. He shared that Gary Peterson has retired as the OAESD Director and Amber Eaton is currently serving in that position. If there is interest in the OAESD Officer Council, nominations will take place in January 2022.

**d) Ameresco update** *(verbal update)*

Superintendent Shay Mikalson asked CFO Bewley to report on the Ameresco update. CFO Bewley shared that the JCSD 509J Board approved the contract with Ameresco and will begin their work for financing. They are currently working on their documents for financing with legal, and as soon as they work through that, they will provide the JCSD with the agreement that will extend the financing for us as well; we hope to have something for the next board meeting.

**e) Ashwood financial service update**

CFO Martha Bewley explained the Memorandum of Agreement for Ashwood School District (page 38 of the board packet). In order for Ashwood to transition and to extend the software service to them, we have to be providing those services through the ESD. This is a contract to provide financial services, and also hire a position, to be in compliance and be on the same software system as the district.

Conversation took place about Black Butte school district and whether they will need to do something similar. CFO Bewley explained they do not, as they are part of the 509J district and have been grandfathered in.

**f) Steve Rankin Memorial** *(planning ahead, advance review committee)*

Superintendent Shay Mikalson explained the request to have the Board consider a few board members to refine the Steve Rankin memorial grant process. He explained that any board

members that are interested will work with Tessa to provide input on the best way to improve the process and have it ready as we prepare to move into this year's application process.

**g) Local Service Plan update**, *action item tonight*

Superintendent Shay Mikalson explained that the board members that are interested in helping with the Local Service Plan, and later nominated as an action item on tonight's agenda, will work with him (after getting information from the component districts) to finalize the format and have it available for the deadline in 2022 as reflected on the Local Service Plan calendar.

**h) COVID MOU update**

Superintendent Shay Mikalson explained that COVID has impacted working conditions and when that happens it brings on requests for changes with the Employee's Association. Last year we had an MOU in place, this year, the Association requested to bargain. He explained that he and CFO Martha Bewley met with the Association a week ago, and the proposal is similar to what has been in place. He shared a brief summary of aspects of the proposal and shared that he, Martha, David and Barbara have met to have conversations and included Legal services in those conversations as they work through the details. He also informed the board that they have not come to any terms but they have had initial conversations and when (and if) they come to an agreement he will bring something to them for conversation and ultimately their support. They may see a proposal come to the Board in December.

**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, November 3, 2021 and will be read during the public comment section of the virtual meeting. Thank you for your understanding and cooperation. Please submit your [COMMENT HERE](#)

There were no comments submitted this evening.

**ACTION ITEMS**

**A. Consent Agenda**

1. Approval of **October 6, 2021** Meeting Minutes
2. Personnel (if any)
3. Accounts Payable Vouchers
4. Financials

Jamie McLeod-Skinner noted some minor edits in the DRAFT meeting minutes as follows:

- *Action Item C: note that after her question (1<sup>st</sup> paragraph) staff confirmed.*

- *Action Item D: JMS motion... "letter to the editor" and deferred to "Superintendent & Board Chair" to finalize the language for the letter.*

Jamie McLeod-Skinner motioned to approve the consent agenda with minor modifications to the minutes, seconded by Barbara Ibrahim; motion passed unanimously – **Approved 7/0.**

**B. Appoint board member(s) volunteers for LSP review**

Joan Starkel stated she would like to volunteer to be on that review team. Jamie McLeod-Skinner confirmed Raylene's interest then nominated Raylene Thomas. Board Chair Starkel stated the two interested board members (Joan Starkel and Raylene Thomas) and asked if there are any others interested, barring none she called for an appointment.

Dani Cowdrey moved to appoint Raylene Thomas and Joan Starkel as volunteers for the review committee to support the Superintendent with the Local Service Plan, seconded by Jamie McLeod-Skinner; motion passed unanimously – **Approved 7/0.**

**C. Appoint board member(s) interested in Steve Rankin Memorial grant process**

Board Chair Starkel clarified that the intent of the team is to discuss and improve the process, but the applications will still come before the board for selection. Tessa Bailey confirmed that, yes, the intent is to clean up the process and continue to bring the applications to the entire board for selection process. Barbara Ibrahim volunteered to help with the process. Chelsey Huttinga also expressed interest.

Dani Cowdrey moved to appoint Chelsey Huttinga and Barbara Ibrahim for the Steve Rankin Memorial grant process, seconded by Jamie McLeod-Skinner; motion passed unanimously – **Approved 7/0.**

**D. OSBA Legislative Policy Committee, Position 3 only (Courtney Snead)**

Board Chair called for a motion to appoint Courtney Snead to the OSBA Legislative Policy Committee, Position 3 - our board's votes may be submitted between November 15 and December 17, 2021.

Jamie McLeod-Skinner motioned to appoint Courtney Snead for the OSBA Legislative Policy Committee, Position 3, seconded by Dani Cowdrey; motion passed unanimously – **Approved 7/0.**

Board Chair Starkel and Board Secretary Tessa Bailey will make sure the vote is submitted online (between November 15 and December 17, 2021) prior to the deadline.

**E. MOA Business Services – Ashwood School District**

Dani Cowdrey motioned to approve the MOA Business services agreement with Ashwood School District as presented, seconded by Jamie McLeod-Skinner; motion passed unanimously – **Approved 7/0.**

**F. Independent Contractor Agreement – Online Accounting**

Dani Cowdrey clarified that this is a separate requirement from the MOA. Chair Starkel confirmed, this is a separate requirement.

Dani Cowdrey asked if all parties have reviewed this agreement. CFO Bewley explained that she has had conversations with Mickey (the Chief Deputy Clerk) and decided regardless of who they move forward with, they want to continue moving forward with this agreement to not delay the process. Superintendent Mikalson confirmed, this would just open up the opportunity, if they desire (once they get somebody) to move forward.

Dani Cowdrey asked for clarification as to if, in the agreement it needs to specify Ashwood or not. CFO Bewley said it does not, because it is essentially through the ESD that we are providing those services with online accounting.

Dani Cowdrey motioned to approve the Independent Contractor Agreement for Online Accounting as provided, seconded by Jamie McLeod-Skinner; *[Board Chair Joan Starkel confirmed with CFO Martha Bewley that she would be providing oversight as they proceed with Ashwood. CFO Bewley said she is working with Ashwood at this time; they will make the determination and provide that person to the ESD in order to utilize the Software; and as they continue long-term they will look into how within the Local Service Plan they can support them or if needed, research other options.]* Board Chair Starkel proceeded with the board vote on the motion; the motion passed unanimously – **Approved 7/0.**

**BOARD HIGHLIGHTS**

- Nice to be a part of the OSBA meeting and learning how they work and hearing from the other boards in the area.
- Appreciation for Superintendent Shay Mikalson and his work.
- Proud of the JCESD Board and the newer members for stepping forward and being willing to support the efforts.
- Reflecting on all the really great things we are doing and grateful for everyone’s work – thank you.

**REMINDERS:**

- Next Regular Session Board Meeting (6pm) – **Wednesday, December 1, 2021**
- OAESD Governance Council – **December 9, 2021.**
- Keep in mind, **Wednesday, January 5, 2022** we will select and appoint new budget committee members, if applicable.

**MEETING CLOSURE/ADJOURNED**

With no further business Board Chair Joan Starkel adjourned the meeting at 6:49pm.

**DRAFT to Board for Approval at next meeting:  
December 1, 2021**

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Tessa Bailey, Board Secretary

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Board Chair Joan Starkel

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Superintendent Shay Mikalson

\_\_\_\_\_  
Date

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Date