



Jefferson County Education Service District
BOARD REGULAR SESSION

Wednesday, June 1, 2022

Regular Session - Immediately following the work session

Hybrid: In-person and Electronic Meeting via Zoom

In Person Location: Jefferson County ESD, 295 SW Buff St., Madras, OR 97741

[Remote Access / Zoom Link Here](#)

Meeting ID: 831 0145 4525 Passcode: 103703

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 Coudrey; Barbara Ibrahim; Raylene Thomas and Chelsey Huttinga

MEETING MINUTES

ATTENDANCE: Chair Joan Starkel, Daniel Petke, Jamie McLeod-Skinner, Chelsey Huttinga, Dani Coudrey, and Barbara Ibrahim, Raylene Thomas (*entered @6:04pm*)

ABSENT: None

WELCOME - REGULAR SESSION / PLEDGE OF ALLEGIANCE / ROLL CALL

Board Chair Joan Starkel called the Regular Session to order and the board secretary documented the attendance, followed by the Pledge of Allegiance.

Board Chair Joan Starkel pointed out a potential action item after the executive session noted as number 9 on the agenda.

AGENDA ADOPTION

Board Chair Joan Starkel asked if there are any updates to the agenda and called for a motion to approve the agenda.

Jamie McLeod-Skinner remarked that she does not see the proposed Board Advisory Members policy (BBB-AR to BCFA) update as an 'action item' on the agenda - it was her understanding from previous board discussion that the sub-committee was tasked to bring their recommendation and it would be added as an action item for the board to consider.

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Board Chair Starkel stated that it is a discussion item on the agenda.

A discussion took place about the proposed Board Advisory Members policy (BBB-AR to BCFA) update to be added as an action item on the agenda in order to move forward. It was mentioned that there are people present online that may have interest in this topic.

Board Chair Starkel clarified, referring to previous meeting minutes (May 2022) the direction of the proposed Board Advisory Members policy (BBB-AR to BCFA) request – (page 14 of the board packet) under discussion item Board Advisory Roles states: *‘Board Chair Joan Starkel asked that the sub-committee convene and come back to the board with their proposed document.’*

[Raylene Thomas entered the meeting at 6:04pm].

Board Chair Starkel explained because it was stated that there are people present (online) that may have an interest, if the desire is to have the proposed Board Advisory Members, policy (BBB-AR to BCFA) as a 1st read tonight, a motion is needed.

Jamie McLeod-Skinner motioned to approve the agenda with an addition of action item “J” as a first read of a proposed update to the Board Advisory Members policy (BBB-AR to BCFA), seconded by Raylene Thomas.

Superintendent Shay Mikalson said the board could add it as an action item as requested, however it is only a 1st read – which would mean it could remain on the agenda as a discussion item but changed to reflect a proposed 1st read before the board.

Jamie McLeod-Skinner acknowledged Superintendent Mikalson’s clarification and amended her motion to have the proposed Board Advisory Members policy (BBB-AR to BCFA) discussion remain as a bullet item under number three (Communication / Presentations / Reports / Discussion) on the agenda, with an added “1st Read”, seconded by Dani Cowdrey; motion passed unanimously - **Approved 7/0.**

*Agenda was amended accordingly. Board Chair Starkel proceeded to the next item on the agenda.

COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

- **Steve Rankin 2021/22 Carmen Lawson Presentation**

Superintendent Mikalson introduced the “Kindergarten Garden” video submitted by Carmen Lawson, Kindergarten Teacher at Madras Elementary - a thank you presentation to the JCESD Board from a Steve Rankin mini-grant recipient from 2021. The JCESD Board members appreciated the presentation.

- **Board Policy Review Process Update – 1st Read of Policy BFC**

- ✓ PROPOSED Policy Update - BFC, Adoption and Revision of Policies

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Superintendent Mikalson referenced page 4 of the board packet and explained for board consideration, the proposed policy update, BFC as a 1st Read. He explained that it would be brought back to the board in July as a 2nd and final read.

- **Board Advisory Roles Committee Update – for discussion**

- ✓ Sub-committee PROPOSED Policy Update – BBB-AR to BCFA, Advisory Board Members - *1st Read.

Superintendent Shay Mikalson briefly explained the agenda item and said the sub-committee (Jamie, Raylene and Barbara) brings it before the board for discussion.

Board Chair Starkel opened this topic for discussion.

Jamie McLeod-Skinner offered an explanation on behalf of the sub-committee, about the work on the proposed policy update. She summarized the work and intent of the sub-committee, reflecting on the comments from the previous board discussion:

- Some of the roles that are no longer relevant - like the membership categories reflected on the current policy.
- Modifying the number of advisory members to reflect up to three members at any one time.
- Community leadership – noting, our diverse community will be of great value in providing additional community input, that comes from community engagement and not the election process;
- The Board goals - three focus areas can be incorporated for Advisory Board Members - 1) We put kids first 2) We take care of each other 3) We are innovative and responsive to the needs of those we serve.

She also explained the expectations and responsibilities; the process for selection; and the process for onboarding and removal of the board advisory members. Barbara Ibrahim added a comment about onboarding a board advisory member with applicable training.

A lengthy discussion took place regarding the proposed policy update (BBB-AR to BCFA, Advisory Board Members, 1st Read). The discussion included questions, concerns and comments about the proposed qualifications, the determining factor for removal of an advisory member, a suggestion not to write the board goals into the policy, term limits, whether to open it up to students and/or staff, and whether the policy would be an independent policy or an AR (Administrative Regulation) under the policy.

Board Chair Starkel reminded the board of the initial intent of the Board Advisory Members and the desire to ‘grow your own’ – hoping that they would eventually become a board member.

Suggestions were made during discussion to limit the quantity to two board advisory members; the advisory member(s) should reside within the Jefferson County School District boundaries and the term limit should be one year with the option to renew.

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Discussion took place regarding the legal aspects of the policy and Superintendent Mikalson offered to request High Desert ESD Legal take a look and offer the advice and clarity as we proceed.

Discussion continued about the process and the potential of having an Administrative Regulation (AR) and application form separate of the policy. The sub-committee clarified that the application process will include an AR, but the development of the application form (for applicants to apply) will be left up to staff.

The sub-committee members weighed in on the final conversation, acknowledging the discussion and comments; notes based on the comments and suggestions were taken in order to edit, to incorporate the requests and resubmit the proposed policy update and bring it before the board at the July meeting as a 2nd reading.

Board Chair Starkel proceeded to the next item on the agenda.

- **OAESD Governance Committee Update**

Superintendent Mikalson provided the OAESD Governance Committee update with a more indepth explanation of the Summer School Program challenges around the insurance liability requirements.

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.

- **Remote access attendees:** Please raise your hand and enter your name in the chat to be called on by the board chair.
- **In-Person attendance:** Sign-in on the sign-in sheet at the room entrance and wait to be called on by the board chair.

(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, April 6, 2022 and will be read during the public comment section of the virtual meeting. Thank you for your understanding and cooperation.

ACTION ITEMS

A. Consent Agenda

1. Approval of **May 4, 2022** Meeting Minutes
2. Personnel
3. Accounts Payable Vouchers
4. Financials

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Dani Cowdrey motioned to approve the Consent Agenda as presented, seconded by Chelsey; motion passed unanimously – **Approved 7/0**.

B. Sensiba San Filippo LLP Audit Engagement Letter

C. Casey Terada Financial Statement Preparation Engagement Letter

CFO Martha Bewley explained the Sensiba San Filippo LLP Audit Engagement Letter and the Casey Terada Financial Statement Preparation Engagement Letter.

Board Chair Starkel asked for a combined motion, to include both items from the agenda. Chelsey Huttinga motioned to approve the Sensiba San Filippo LLP Audit Engagement Letter and the Casey Terada Financial Statement Preparation Engagement Letter as presented, seconded by Jamie McLeod-Skinner, motion passed unanimously – **Approved 7/0**.

D. Memorandum of Agreement (MOA)—Culver School District 2022/23, FY Services

E. Memorandum of Agreement (MOA)—509J 2022/23, FY Services

F. Memorandum of Agreement (MOA)—Fiscal Processing, Ashwood School District

G. Memorandum of Agreement (MOA)—Teacher Evaluation Services, Ashwood School District

Board Chair Starkel requested to combine D, E, F and G on the board agenda and CFO Bewley explained the four Memorandum of Agreements.

Daniel Petke moved to approve the four Memorandum of Agreements as follows (D. Memorandum of Agreement (MOA)—Culver School District 2022/23, FY Services; E. Memorandum of Agreement (MOA)—509J 2022/23, FY Services; F. Memorandum of Agreement (MOA)—Fiscal Processing, Ashwood School District and H. Memorandum of Agreement (MOA)—Teacher Evaluation Services, Ashwood School District) as presented, seconded by Dani Cowdrey; motion passed unanimously – **Approved 7/0**.

*Board Chair Starkel requested to take action on agenda item '**I. Board Calendar**' before final discussion and vote on the **H. Steve Rankin 2022/23 Memorial Grants Awarded**. Superintendent Mikalson explained the proposed board calendar as presented in the board packet.

*** I. 2022-23 Board Calendar**

Barbara Ibrahim moved to approve the 2022-2023 Board Calendar, seconded by Chelsey Huttinga; motion passed unanimously – **Approved 7/0**.

H. Steve Rankin 2022/23 Memorial Grants Awarded

Discussion took place about the final comments of the work session regarding the proposed Steve Rankin mini-grant awards for 2022.

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Jamie McLeod-Skinner moved to approve the Steve Rankin mini-grants recipients based on the input from the spreadsheet, discussed during the work session, seconded by Dani Cowdrey; motion passed unanimously – **Approved 7/0**.

BOARD HIGHLIGHTS

- Grant applicants – nice to see the applications and the effort by staff that applied - kudos.
- Kudos to Superintendent Shay Mikalson for the work he has done.
- Thanks for continuing the JCESD board meeting with a hybrid option.

EXECUTIVE SESSION: **(Closed to the public)**

[Start Time: 7:46pm] In accordance with ORS 192.660(2)(i) the board will meet to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

[End Time: 8:14pm].

RECONVENE IN REGULAR SESSION

POTENTIAL ADDITIONAL ACTION ITEM *(If needed)*

- Superintendent Evaluation

No board action was taken on the Superintendent's evaluation – it was decided that the Board Chair would draft a **summary** based on the executive session and brought for Board approval as a public document in July.

REMINDERS:

- OSBA Summer Board Conference – **July 8-10, 2022** (*Riverhouse on the Deschutes*)
- JCESD Regular Session Board Meeting (5:30PM) – **Wednesday, July 13, 2022** [*note date, later in the month due to 4th of July holiday*].

A request was made that Superintendent Mikalson comment on safety, in light of the tragedy in Texas.

Shay Mikalson expressed his personal heartfelt sentiments and concern about the tragedy in Texas, stating that safety is an utmost priority in our district, the staff and he will continue to work, following a proven model to continue to maintain that safety as priority for students, families and staff.

Superintendent Shay Mikalson will attend via Zoom on July 13, 2022.

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MEETING CLOSURE/ADJOURNED

With no further business Board Chair Starkel adjourned the meeting at 8:18pm

**DRAFT to Board for Approval at next meeting:
July 13, 2022**

Tessa Bailey, Board Secretary

Board Chair Joan Starkel

Superintendent Shay Mikalson

Date

Date

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