



Jefferson County Education Service District
REGULAR SESSION MEETING

Wednesday, August 3, 2022

Regular Session – 5:30PM

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

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

[Zoom Meeting Access Here](#)

Meeting ID: 892 8776 7760 Passcode: 792586

2022/2023 Board Members: Chair Joan Starkel; Vice-Chair Daniel Petke; Jamie McLeod-Skinner; Dani Cowdrey; Barbara Ibrahim; Raylene Thomas and Chelsey Huttinga

REGULAR SESSION MEETING MINUTES

ATTENDANCE: Chair Joan Starkel; Vice-Chair Daniel Petke; Jamie McLeod-Skinner; Dani Cowdrey; Barbara Ibrahim and Raylene Thomas (*joined after the roll call*)

ABSENT: Chelsey Huttinga

WELCOME - REGULAR SESSION / PLEDGE OF ALLEGIANCE / ROLL CALL

Chair Joan Starkel called the meeting to order, followed by the Pledge of Allegiance. Board Secretary documented board member attendance.

Raylene Thomas entered the meeting after the roll call.

AGENDA ADOPTION

Chair Joan Starkel stated the need to add an action item to the agenda – item F. To accept Board Member (position 2, Culver) Chelsey Huttinga’s resignation.

Jamie McLeod-Skinner moved to adopt the agenda as amended, adding action item F. To accept Chelsey Huttinga’s resignation, and also made the request, if Chelsey is able to join the meeting that the board take a moment and recognize her, seconded by Dani Cowdrey; motion passed unanimously – **Approved 6/0**.

COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

JCESD Board Operating Agreement Discussion

Superintendent Mikalson referenced pages three and four in the board packet as he discussed the JCESD Board Operating Agreement. He explained he would allow any discussion, updates, and recommended changes and noted it is an action item on the agenda this evening. He focused on number five of the Board Roles & Responsibilities - *The Board and superintendent will participate*

UPDATED
8/01/2022 to
ZOOM only!

JCESD BOARD
APPROVED
9/07/2022

annually in establishing goals and objectives for the superintendent and the district; he then proceeded to the next agenda item.

JCESD Board Goals Discussion

Superintendent Mikalson explained that the Board-Superintendent goals are not changing, but the benchmarks beneath them are, and he shared the benchmarks on page 5 of the board packet.

Superintendent Mikalson shared a presentation on Board Goals 2022-23, encompassing JCESD board goals, benchmarks, the Student Success Act, common metrics, growth targets and progress markers.

Board discussion took place after Superintendent Mikalson's presentation to include comments about his impressive presentation.

JCESD Website Update

Superintendent Mikalson introduced David Hicks and Kathy Sullivan from the JCESD Information & Technology Department to share the newly updated JCESD website.

Information & Technology Director David Hicks introduced the new website, thanked Kathy Sullivan for her work on the project and provided a live navigated summary for the board. He explained the current website, sharing that they did an analysis on the needs and other than the effort to make the website more appealing, they want to honor the districts we serve; to include the various departments, and to have locally hosted location with effective searchable policies and staff resources. He also shared the news and events page, which includes the search for a Board Advisory Member and the details on the Steve Rankin Memorial Mini-Grant program.

Discussion took place about the new website. There was a question about the website, where public meetings and/or public comment section will be. David Hicks explained a potential location for a link on the website and Board Chair Starkel explained that a link access could be found on the meeting agenda each month.

The Board expressed their thanks for the work that went into the new website.

JCESD 2023-2024 Local Service Plan Proposed Calendar

Superintendent Mikalson referred to page six of the agenda for the proposed calendar for the FY2023-2024 Local Service Plan.

Jamie McLeod-Skinner raised the question about the process of filling the board member position that was added as an action item, accepting the resignation of Chelsey Huttinga. Discussion took place. Superintendent Mikalson said he would connect with the Board Secretary about the process used in previous years. Board Chair Starkel requested the information about the process be brought to the September meeting.

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.

There were no comments (during the meeting or written comments online prior to the meeting) submitted this evening.

ACTION ITEMS

A. Consent Agenda

1. Approval of **July 13, 2022** Meeting Minutes
2. Personnel (*Richard Lewis, School Psychologist*)
3. Accounts Payable Vouchers

Board Chair Starkel commented on the personnel action item and thanked Barbara Garland for her efforts in the staff hiring process.

Dani Cowdrey questioned the \$14,390 line item for Linn Benton Lincoln ESD. Superintendent Mikalson said he would take note and confirm with CFO Bewley who is not present at this meeting and explained the line item as the OAESD Dues, sharing that the dues was discussed at the last OAESD meeting. Jamie McLeod-Skinner concurred as the OAESD board representative who attended the last OAESD meeting as well.

Board Chair Starkel called for a motion to approve the consent agenda.

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

B. JCESD Board Operating Agreement

Board Chair Starkel thanked Superintendent Mikalson for the work on this document.

Jamie McLeod-Skinner concurred with Board Chair Starkel stating it was a good exercise to revisit. Jamie McLeod-Skinner motioned to approve the 2022-2023 JCESD Board Operating Agreement, seconded by Barbara Ibrahim; motion passed unanimously – **Approved 6/0**.

C. JCESD Board Goals 2022-2023

Board Chair Starkel thanked Superintendent Mikalson for the continued work and his work on the 2022-2023 Board Goals, and expressed how grateful the board is to have him.

Board Vice-Chair Daniel Petke (*with some technical connectivity sound static/interference*) shared that the board goals not only include the superintendent for the review process, but also includes the Board as a “team”, which calls for board accountability to step-up as board members.

Board Vice-Chair Daniel Petke then posed a motion to approve the JCESD Board Goals 2022-2023 as presented, gladly seconded by Jamie McLeod-Skinner; motion passed unanimously – **Approved 6/0.**

D. OAESD Governance Council Board Representative (and possible back-up)

Jamie McLeod-Skinner shared her experience as the 2021-2022 OAESD Governance Council Board Representative, she stated she would not be putting her name in for this year due to her busy schedule, but appreciates the opportunity to serve with Superintendent Mikalson and would encourage others to represent JCESD, for the experience.

Board Chair Starkel shared that a calendar of meeting dates is included in the board packet. Superintendent Mikalson shared that most meetings are via Zoom. Barbara Ibrahim expressed interest but not for this year, and requested more information. Superintendent Mikalson provided more details about the OAESD Governance Council meetings and encouraged others to consider. Dani Cowdrey will consider the opportunity but will follow-up after a review of the calendar and her work schedule.

Board Chair Joan Starkel expressed that she would like to keep this item on the table and bring it to the meeting in September for further consideration. **NO ACTION WAS TAKEN.**

The Board unanimously agreed and voted to bring the OAESD Governance Council Board Representative position as an action item in September.

E. Local Service Plan Proposed Calendar 2023/2024

Board Chair Joan Starkel called for a motion to approve the Local Service Plan Proposed Calendar for 2023/2024.

Discussion took place about the fiscal year noted on the action item to clarify this is a proposed 2022-2023 calendar to develop the 2023-2024 Local Service Plan.

Added Dani Cowdrey motioned to approve the proposed 2022-2023 calendar to develop the 2023-2024 Local Service Plan, seconded by Barbara Ibrahim; motion passed unanimously – **Approved 6/0.**

Accept Resignation of Chelsey Hettinga, Position 2 - Culver

Board Chair Joan Starkel called for a motion to accept the resignation of Board Member Chelsey Hettinga.

Before moving forward on the motion Jamie McLeod-Skinner requested, to provide a statement for the record - what a great colleague Chelsey Hettinga has been as a board member. Even though she has only been on the board for a short time, she has brought a fresh perspective, different insight, sharing her personal experience and asking great questions, it has been a privilege to work with her and she has valued her time with her on the board.

Board Chair Joan Starkel requested the board secretary provide a thank you card be sent to Chelsey Huttinga for her service.

Again, Board Chair Joan Starkel called for a motion to accept the resignation of Board Member Chelsey Hettinga.

Barbara Ibrahim motioned to accept the resignation of Board Member Chelsey Hettinga, seconded by Dani Cowdrey; motion passed unanimously – **Approved 6/0**.

BOARD HIGHLIGHTS

- ✓ Thank you to David Hicks and Kathy Sullivan for the work on the new website.
- ✓ Thank you to Superintendent Mikalson for the work on the operating agreement and board goals.
- ✓ Thank you again to Barbara Garland for her work on hiring.

REMINDERS:

- JCESD Welcome Back - **Tuesday, August 30, 2022**, Time & Location TBD
- JCESD Regular Session Board Meeting (5:30PM) – **Wednesday, September 7, 2022**
- OAESD Governance Council – **Thursday, September 8, 2022** (9:30 – Noon, via Zoom)

Discussion took place about the reminders, Superintendent Mikalson stated that he will follow-up with communication on times and dates.

MEETING CLOSURE/ADJOURNED

With no further business, Board Chair Joan Starkel adjourned the meeting at **6:41pm**.

**DRAFT to Board for Approval at next meeting:
September 7, 2022**

Tessa Bailey, Board Secretary

Board Chair Joan Starkel

Superintendent Shay Mikalson

Date

Date