



Jefferson County Education Service District  
**BOARD MEETING**

**Wednesday, October 5, 2022**

**Regular Session – 5:30PM**

Hybrid: In-person and Electronic Meeting via Zoom  
Jefferson County ESD, 295 SW Buff St., Madras, OR 97741

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Meeting ID: 823 7487 6794 Passcode: 159902



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

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## **REGULAR SESSION MEETING MINUTES**

**ATTENDANCE:** Vice-Chair Daniel Petke; Jamie McLeod-Skinner; Dani Cowdrey; Chair Joan Starkel and Barbara Ibrahim (*joined at 5:47pm, after agenda adoption*)

**ABSENT:** Raylene Thomas

### **WELCOME - REGULAR SESSION / PLEDGE OF ALLEGIANCE / ROLL CALL**

The meeting was delayed due to board member commitments – once a quorum was established, Vice-Chair Daniel Petke (*per the request of Chair Starkel*) called the meeting to order at 5:44pm followed by the Pledge of Allegiance. Board Secretary documented board member attendance.

### **AGENDA ADOPTION**

Jamie McLeod-Skinner moved to approve the agenda as presented, seconded by Dani Cowdrey; motion passed unanimously – **Approved 4/0** (*1-absent, 1-vacant position and 1- late*).

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

- **Indigenous Peoples' Day, Proclamation**

Superintendent Shay Mikalson explained the Indigenous Peoples' Day, Proclamation prepared for presentation this evening and requested that Vice-Chair Petke read it before the board. Vice-Chair Petke read the Indigenous Peoples' Day, Proclamation for the record.

- **Regional Teacher of the Year, Congratulations Derek Burbank (Culver School District)**

Superintendent Shay Mikalson congratulated Derek Burbank of the Culver School District as this year's regional teacher of the year.

- **Vacant Board Position Next Steps (Position 2, Culver)**

Superintendent Shay Mikalson thanked Chair Starkel and the board secretary for their efforts on preparing the ad for publication announcing the vacant board position (Position 2, Culver).

He explained there are a series of the advertisements that will be published, up to the deadline and he will continue to keep the board informed of any submitted interest.

- **Board Advisory Positions – Next Steps**

1. Onboarding – Charlene Dimmick
2. Letter of Interest – Sue Matters

Superintendent Shay Mikalson explained the two items under the vacant board position and opened for discussion, if needed about the next steps and the onboarding process for newly appointed board advisory members.

- **Two Proposed OSBA Policy Updates (\*August 2022) – 1st Read**

1. **GCDA/GDDA**, Criminal Records Checks and Fingerprinting (*Review & Update or Readopt*)
2. **\*GCDA/GDDA-AR**, Criminal Records Checks and Fingerprinting

Superintendent Shay Mikalson directed board members to *pages 9-19* of the board packet and explained the two policy updates - we recommend deleting the existing policy and AR and propose to replace them with the current OSBA recommended updates. He reminded the board that this is a first read, and they will be brought back to the board next month for a second read and proposed final adoption.

- **Two Proposed OSBA Policy Updates (\*August 2022) – 2nd Read**

1. **\*GBEA**, Workplace Harassment
2. **\*JGAB**, Use of Restraint or Seclusion

Superintendent Shay Mikalson directed board members to *pages 23-31* of the board packet and explained the two policy updates brought back as a second and final read for board adoption this evening. GBEA had a minor change. The JGAB policy had not been updated for several years, we propose to update it to current.

Discussion took place. Vice-Chair Daniel Petke referred to policy GCDA/GDDA and noted the selection of bracketed language on *page 19, bullet number 5* – [may] should be crossed out and leave [will].

Discussion took place about the fingerprinting policy, and whether the individual pays or if the district pays, the pros / cons and whether it hinders JCESD getting volunteers. Superintendent Mikalson said there has been conversation previously, considering that option, but this proposal is to leave things as past/current practice (paid by the individual) and the board can consider changing that in budget discussions moving forward. A question was asked about the average cost of fingerprinting and background checks. CFO Bewley said it depends, but the cost is between \$59-\$79.

A question was asked about the newly proposed text on policy update GCDA/GDDA-AR -Page 17, number 8 [*A volunteer that is not likely to have direct, unsupervised contact with students ~~will~~ [will not] be required to undergo an in-state criminal records check.*] and what position of volunteer that would be. Superintendent Shay Mikalson explained that most volunteers will be at the schools, but volunteers who have individual contact with students are required to undergo a background check. CFO Bewley said the JCESD does not have volunteer that are providing services.

Vice-Chair Petke requested that the cost of fingerprinting and background check information, and possibly 509J's current practice - be brought to the next board meeting for further discussion when the policy is brought for second and final read.

Vice-Chair Petke proceeded to the next agenda item.

#### **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 on 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 the day of the meeting and will be read during the public comment section of the virtual meeting. Thank you for your understanding and cooperation.

No comments were submitted under either option this evening.

#### **ACTION ITEMS**

##### **Consent Agenda**

1. Approval of **September 7, 2022** Meeting Minutes
2. Personnel (if any)
3. Accounts Payable Vouchers
4. Financials

Vice-Chair Petke asked if there are questions or comments on the consent agenda, if none – he called for a motion.

Vice-Chair Petke said he noticed there are many service renewals and asked how they work. CFO Bewley explained, there it is one vendor, one invoice and each line item was broken down; that is how it was entered in the system.

Vice-Chair Petke called for a motion on the consent agenda.

Jamie McLeod Skinner moved to approve the consent agenda as presented, seconded by Chair Joan Starkel; motion passed unanimously – **Approved 5/0.**

##### **Board Advisory Position(s)**

Jamie McLeod Skinner moved to appoint Sue Matters to the second board advisory position, seconded by Chair Joan Starkel; motion passed unanimously – **Approved 5/0.**

Board Chair Starkel said she will reach out to Sue Matters for onboarding. Superintendent Shay Mikalson said he would reach out to both Charlene Dimmick and Sue Matters and offer to meet with them as well, once Joan has met with them.

**Two Proposed OSBA Policy Updates (August 2022) – 2nd & FINAL Read**

- 1. **GBEA**, Workplace Harassment
- 2. **JGAB**, Use of Restraint or Seclusion

Board Chair Starkel moved to adopt the proposed policy updates *GBEA, Workplace Harassment* and *JGAB, Use of Restraint or Seclusion* as presented, seconded by Barbara Ibrahim; motion passed unanimously – **Approved 5/0.**

**BOARD HIGHLIGHTS**

- Nice to have both advisory board positions filled after all the hard work putting that in place and advertising.
- It would be nice to share the proclamation and the news of the teacher of the year with our community.

Board Chair Starkel asked about the dates of service for the board advisory members. Superintendent Mikalson read the policy and said the term is for one year and it would be good to coincide with the fiscal year. Discussion took place on the pros and cons of the term and the tracking of the reappointing for the positions. The Board would like to keep the advisory board positions on the same cycle as the board officers, to start immediately and reappoint in July.

**REMINDERS:**

- ~~OAESD Governance Council~~, Superintendent Retreat – **October 9-11, 2022**
- JCESD Regular Session Board Meeting (5:30PM) – **Wednesday, November 2, 2022**
- OAESD Governance Council – **November 10, 2022, @Portland Marriott**
- 2022 OSBA 76<sup>th</sup> Annual Convention, Portland, OR – **November 11-13, 2022**

Discussion took place about the date/time of the OSBA Legislative Roadshow on Thursday, October 20, 2022; dinner 5:00pm, meeting. Board members are to register on their own. Board Secretary will send board members the registration email again, if they are interested in attending.

**MEETING CLOSURE/ADJOURNED**

With no further business, Vice-Chair Daniel Petke adjourned the meeting at 6:29pm.

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

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Tessa Bailey, Board Secretary

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Board Chair Joan Starkel

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Superintendent Shay Mikalson

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Date

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Date