



Jefferson County Education Service District

## BOARD MEETING

**Wednesday, November 2, 2022**

**Regular Session – 5:30PM**

*\*Updated  
11/01/2022 to  
Zoom only!*

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

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Meeting ID: 885 3304 2911 Passcode: 247778

Dial by your location +1 253 215 8782 US (Tacoma)

**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

**BOARD OF DIRECTORS ATTENDANCE:** Chair Joan Starkel, Jamie McLeod-Skinner, Dani Cowdrey, Barbara Ibrahim, Raylene Thomas (*joined at 5:32pm, after agenda adoption*) and Vice-Chair Daniel Petke (*joined at 5:35pm, after agenda adoption*)

**ADVISORY BOARD MEMBERS IN ATTENDANCE:** Sue Matters and Charlene Dimmick

**ABSENT:** None

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

Board Chair Joan Starkel called the meeting to order at 5:30pm followed by the Pledge of Allegiance. Board Secretary noted board member attendance.

### AGENDA ADOPTION

Board Chair Joan Starkel called for a motion to adopt the agenda.

Jamie McLeod-Skinner moved to approve the agenda as presented, seconded by Dani Cowdrey; motion passed unanimously – **Approved 4/0** (*Raylene Thomas and Daniel Petke late*).

### COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

- **Board Advisory Positions Onboarding**

Board Chair Joan Starkel updated the board, sharing that she met with the new advisory board member Sue Matters to brief her on JCESD and answer any questions.

*[Raylene Thomas entered the meeting at 5:32pm]*

Superintendent Shay Mikalson welcomed the advisory board members, Sue Matters and Charlene Dimmick; he said he looks forward to meeting with Sue Matters on Friday,

(November 4, 2022) and is available to meet with Charlene whenever it will work for her schedule.

*[Vice-Chair Daniel Petke entered the meeting at 5:35pm]*

- **Vacant Board Position 2, Culver**

Superintendent Shay Mikalson shared that the vacant board (Culver) position was advertised in the newspaper and other local publications, with a closing date of mid-October and we received no applicants. He is bringing it back for the board's attention. The posting on the website will be extended until the position is filled.

Board discussion took place. The vacancy will be announced on the KWSO radio station in an effort to generate some interest.

- **Local Service Plan – Board Member Review Discussion** (*action item tonight*)

Superintendent Shay Mikalson explained that the 2023-2024 DRAFT Local Service Plan is being developed. He directed the board to page 3 of the board packet, showing the calendar to develop the 2023-2024 Local Service Plan - bullet item three, 'November and December two board members will be with the Superintendent to review and finalize the document.' Tonight the board will take action to appoint the board members for that process.

- **OSBA Elections Official Ballot and Materials**—Preview and Discussion

- Preview the [Official Ballot](#)
- View the [2022 Board Candidates](#)
- [Download the Resolution](#) you are being asked to support

Superintendent Shay Mikalson directed board members to the applicable pages in the board packet and explained that Patti Norris from Crook County is the incumbent for the Central Region (position 3); the board can take action on this or wait until the December meeting, as the deadline is not until December 15, 2022. Board Secretary will cast the vote(s) online on the boards behalf based on the action taken. They also have the opportunity to support the resolution to adopt the OSBA Legislative Priorities and Principles as recommended by the Legislative Policy Committee. He said those items are included in the action items later in the meeting.

- **Two Proposed OSBA Policy Updates** (\*August 2022) – 2nd 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 explained the second and final read of the policy and AR update on criminal records checks and fingerprinting. He also mentioned the opportunity for the board to take action on the ratification agreement with the certified staff – he explained that the agreement is summarized in the last two pages of the board packet and either CFO Martha Bewley or he can answer any questions they may have.

Board Chair Joan Starkel proceeded to the next agenda item and assessed the online audience then asked the board secretary if there was any comments submitted online.

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

The board secretary stated there were no comments submitted.

#### **ACTION ITEMS**

Board Chair Joan Starkel called for a motion on the consent agenda.

##### **A. Consent Agenda**

1. Approval of **October 5, 2022** Meeting Minutes
2. Personnel (if any)
3. Accounts Payable Vouchers
4. Financials

Jamie McLeod-Skinner moved to approve the consent agenda as presented, seconded by Barbara Ibrahim; motion passed unanimously – **Approved 6/0** (1 vacant position).

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

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

Dani Cowdrey moved to approve the approve policy updates GCDA/GDDA and GCDA/GDDA-AR (Criminal Records Checks and Fingerprinting) as presented, seconded by Jamie McLeod-Skinner; motion passed unanimously – **Approved 6/0** (1 vacant position).

##### **C. Appoint two JCESD Board Members for Local Service Plan Review**

Board Chair Joan Starkel asked if there are any board members interested in reviewing the Local Service Plan as Superintendent Mikalson discussed earlier in the meeting.

Jamie McLeod-Skinner asked if this appointment is only for voting board members or is it open to our advisory board members. Chair Starkel stated that her preference would be that it should be board members because of their knowledge and experience, but that is her opinion and called for further discussion.

Superintendent Mikalson shared his perspective – if the board could appoint one (or two) voting members to ensure that the feedback of the collective body is considered, and when they meet, he is open to extend the invitation to the board advisors to attend in order to allow them to provide any insight and feedback as well. Discussion took place and the board agreed.

Dani Cowdrey asked Superintendent Mikalson if there is any feedback from the three component districts that he has visited that indicates any needed changes to the structure of the current Local Service Plan – changes, additions, structure, etc. Superintendent Mikalson said no, the visits he has made so far have been very positive; they are very appreciative of the technology and special education services and the business services role that CFO Bewley has provided for Black Butte. He stated, there has been continuing dialogue not connected to the Local Service Plan, but focused on the grant and entrepreneurial opportunities (example: the work that Sue Taylor and the school safety positions) and the best utilization of the student success act resources within the district.

Barbara Ibrahim expressed interest in the sub-committee, but stated she is limited on time and could make herself available after typical work hours at the end of the day. Chair Starkel expressed her interest to volunteer as well and also invited the new advisory board members and said it will be a great learning process for them. Raylene Thomas also expressed interest in the sub-committee. Chair Starkel withdrew her interest based on the two other board members expressing interest and called for a motion.

Jamie McLeod-Skinner motioned to appoint Barbara Ibrahim and Raylene Thomas to the Local Service Plan sub-committee with an extended invitation to the advisory board members (Charlene Dimmick and Sue Matters) to join in, seconded by Vice-Chair Daniel Petke; motion passed unanimously – **Approved 6/0** (1 vacant position).

Superintendent Mikalson said he would keep them informed as they prepare the DRAFT Local Service Plan and they can expect to meet sometime in December.

#### **D. OSBA 2022-2023 Election / JCESD Board Vote** - *Central Region, Patti Norris, Crook County SD*

Board Chair Joan Starkel explained that this action item is open for discussion and a vote, or it can be brought back for a board vote next month with the deadline being December 15, 2022.

Jamie McLeod-Skinner asked for any discussion or other interest and feels that Patti Norris does a good job for our region, and keeps us informed. If there is no additional interest, she stated she is happy to make the motion tonight rather than postpone it. There was no further interest or discussion.

Jamie McLeod-Skinner motioned to elect Patti Norris from Crook County School District for the Central Region (position 3), seconded by Barbara Ibrahim; motion passed – **Approved 6/0** (1 vacant position).

Board Chair Joan Starkel asked if the resolution is included in this vote. Superintendent Mikalson said it is up to the board, they will be looking for a return vote on the Central Region (position 3), and whether the board supports the resolution.

Discussion took place about the need to amend the agenda adding the OSBA Resolution – reflecting both items under Action Item **D. OSBA 2022-2023 Election / JCESD Board Vote - d.1** the vote for Patti Norris, Central Region, position 3 and **d.2 (added)** the OSBA Resolution to adopt the OSBA Legislative Priorities and Principles as recommended by the Legislative Policy Committee.

Jamie McLeod-Skinner motioned to amend the agenda, seconded by Dani Cowdrey; motion passed unanimously – **Approved 6/0** (1 vacant position).

Board Chair Joan Starkel called for a motion for both d.1 (Patti Norris election) and d.2 (support the Priorities and Principals) as a joint motion.

Jamie McLeod-Skinner asked about the **Priorities and Principals** where it states local control and no mandates – would it be better read as, no unfunded mandates. To be sure he understood the question correctly, Superintendent Mikalson referenced page 13 of the board packet, under the fifth item (shown below) – he read the statement, *New mandates must have necessary funding*.

#### **Support Local Governance and Oppose Mandates**

Locally elected officials, local education professionals, and the local community are in the best position to respond to the needs of all students. New mandates must have necessary funding and be researched-based with results indicating increased achievement for all students,

It was discussed that the heading should technically read unfunded mandates although it is included in the body of the language.

Discussion took place about whether the Priorities and Principals resolution is a new request for board votes.

Jamie McLeod-Skinner made the request to have the motion for the resolution separate as the vote for Patti Norris was done previously. Discussion took place about the order of motion and whether there was a vote on Patti Norris. The vote for Patti Norris was confirmed and Board Chair Starkel proceeded to the new item, **d.2 (added)** the OSBA Resolution to adopt the OSBA Legislative Priorities and Principles as recommended by the Legislative Policy Committee

Jamie McLeod-Skinner motioned to approve or confirm/support the OSBA Resolution to adopt the OSBA Legislative Priorities and Principles as recommended by the Legislative Policy Committee, noting the comment made regarding the title (unfunded mandates) as

discussed previously, but not being part of the formal action, seconded by Raylene Thomas; motion passed unanimously – **Approved 6/0** (1 vacant position).

Board Chair Joan Starkel proceeded to the next agenda item.

#### **E. Ratification of Agreement w/Certified Staff**

Superintendent Shay Mikalson shared with the board that he did receive confirmation (as of Monday, (October 31, 2022) that the association did ratify. They did meet a few weeks ago and the board can find the summary of the 2022-2024 Collective Bargaining Negotiations on pages 39-40 of the board packet. He confirmed, the association did vote and they did ratify.

Dani Cowdrey asked if the five paid leave days for COVID is in addition to the ten paid sick days. Superintendent Shay Mikalson confirmed that it is, and explained that in the past the districts had an MOU in place - we did not have that in place this fall, but for this year, they agreed in bargaining that we would write that in - those 5 days could be utilized with a positive COVID test. Discussion took place about COVID testing.

Daniel Petke asked how closely we are aligned with the 509J school district. Superintendent Shay Mikalson said they are fairly-closely aligned; the rest has similarities with Crook County who had specific things in negotiation for their specialists.

Chair Joan Starkel noted that the strong focus from the committee was staff retention and honoring our long-term employees. By adding the extra step, there is no question that we appreciate their education and extra work for our kiddos.

Jamie McLeod-Skinner thanked the committee for work that was done on this during a tough year, and asked if the rate is close enough with the other counties that it will not be a competitive disadvantage in respect to retention, or also feeling that we are not right there in the mix.

Superintendent Shay Mikalson said that this agreement makes it most competitive as any of the other districts in the tri-county to attract school Psychologists and Speech Language Pathologists (SLPs). He also explained that thanks to CFO Bewley's work, an analysis was done for each step along the way, comparing us to 509J and other districts and we are competitive at each-and-every step.

Jamie McLeod-Skinner asked if there is any risk that we are not creating an opportunity for new hires, if-and-when we have new hires. Chair Joan Starkel said, that was addressed too and we are starting new hires out at the very competitive step 6. Superintendent Shay Mikalson said that Special Services Director Barbara Garland is attending the meeting online this evening, and he has spent the year working with her and has seen firsthand how hard she works to attract and gain professionals – he thanked Barbara Garland for all her hard work and dedication – and said, our staff was already there, but he thinks this positions us well and we are very competitive.

Jamie McLeod-Skinner said she appreciates the thoughtfulness that went into this agreement.

Chair Joan Starkel said another reason to finish this contract is, the rest of the staff is waiting for it too – it is retro and we want to get it finished they can get a retro-check, hopefully in November and we can continue with our great service and acknowledge our great staff. She then called for a motion to ratify the agreement with our certified staff.

Jamie McLeod-Skinner said she is happy to make the motion to ratify the agreement with our certified staff with a thanks especially to those who worked on it, seconded by Barbara Ibrahim; motion passed unanimously – **Approved 6/0** (1 vacant position).

#### **F. Extend applicable terms under the Certified Agreement to employees covered under the employees handbook**

Chair Joan Starkel stated that there are other staff who are not certified, but we want to extend these terms to them and called for a motion to extend this contract's COLA and insurance cap to the rest of the JCESD employees.

Barbara Ibrahim asked if the two tables shown on the bargaining summary reflects a retention bonus. Superintendent Mikalson said yes, in the current contract we have similar retention bonuses for our staff, the structure is similar but the percentages have been adjusted for the SLPs, school Psychologists and Special Education Teachers and as shown on the tables, depending on where they are in the step they can receive that additional amount. Barbara Ibrahim asked how that would transfer over to the other staff. Superintendent Mikalson said that part would not – those are specific to those positions, but what would transfer over is the insurance CAP and COLA.

Chair Joan Starkel stated that the rest of the staff would also receive the \$250 check. Dani Cowdrey requested clarification on that \$250 check. Superintendent Shay Mikalson pointed out the \$250 as the fourth bullet up from the bottom and is based on the HB4030 grant.

Jamie McLeod-Skinner moved to extend the applicable terms under the Certified Agreement to employees covered under the employees handbook, seconded by Dani Cowdrey; motion passed unanimously – **Approved 6/0** (1 vacant position).

#### **BOARD HIGHLIGHTS**

- Good to see snow on the mountains – water coming to Central Oregon.
- Thank Shay, Barbara and Martha for their hard work on the bargaining.

#### **REMINDERS:**

- 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 whether we can extend the invitation to the advisory board members to attend the Annual Convention. Board Chair asked the new board advisory

members if they are interested. They would like the opportunity to attend in the future, but not with this short of notice. This will be considered and discussed in advance of next year's convention.

- JCESD Regular Session Board Meeting (5:30PM) – **Wednesday, December 7, 2022**

**MEETING CLOSURE/ADJOURNED**

With no further business, Board Chair Joan Starkel adjourned the meeting at 6:22pm

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