



Jefferson County Education Service District
BOARD MEETING

Wednesday, January 11, 2023

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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Phone +1 253 215 8782 US (Tacoma) Meeting ID: 828 9692 3137 Passcode: 399189

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

REGULAR SESSION MEETING MINUTES

BOARD OF DIRECTORS ATTENDANCE: Chair Joan Starkel, Vice-Chair Daniel Petke, Jamie McLeod-Skinner, Barbara Ibrahim and Dani Cowdrey [entered at 5:39pm].

ABSENT: Raylene Thomas.

ADVISORY BOARD MEMBERS IN ATTENDANCE: Sue Matters

WELCOME - REGULAR SESSION / PLEDGE OF ALLEGIANCE / BOARD MEMBER 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.

Barbara Ibrahim moved to adopt the agenda as presented, seconded by Jamie McLeod-Skinner; motion passed unanimously – **Approved 4/0 [1-late, 1-absent]**.

COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

- **Board Recognition/Appreciation – Proclamation**

In honor of board recognition/appreciation month, Superintendent Shay Mikalson presented board members with a custom JCESD tumbler as a token of appreciation. He informed board members who attended remotely that he and the board secretary will arrange to get their tumbler to them. He concluded by reading the JCESD Board Recognition Proclamation to encourage others to honor board members this month.

- **June 30, 2022 Audited Financials Presentation**

Superintendent Shay Mikalson introduced Auditor Brenda Bartlett, Sensiba San Filippo –she joined the meeting remotely. Brenda Bartlett shared her screen to present in detail on the following:

- Independent Auditor’s Report (within the financial reporting package) – [page 1 of the audit report, page 48 of the board packet].
 - Opinion – unmodified opinion.
 - Responsibilities of management for financial statements.
 - Auditors’ responsibilities for the audit of financial statement.
 - General Accepted Accounting Standards (GAAS).
 - Required Supplementary Information.
 - ✓ Important - management’s assessment and analysis. A great place to start for bite-size information.
 - ✓ Budget to actuals, required by Oregon Law
 - Other Information Included in the Annual Report – debt service fund, ODE schedules; information that not required by professional standards but may be required by others.
 - Report on Other Legal and Regulatory Requirements.
 - Prior Year Summarized Information.
 - Additional Report (non-financial report) – Required by the Oregon Secretary of State.

Brenda Bartlett asked the board if they had any questions on the report at this point. There were no questions offered by the board.

Brenda Bartlett directed the board to the very end of her document – [page 109 of the board packet], *The Independent Auditors’ Report Required by Oregon State Regulations* to explain that they performed procedures to the extent considered necessary to address the required comments and disclosures which were included but not limited to:

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Authorized investment of surplus funds (ORS Chapter 294).
- Programs funded from outside sources.
- Public contracts and purchasing (ORS Chapter 279).
- Indebtedness limitations, restrictions and repayments.

Brenda Bartlett asked the board if they had any questions on the report at this point. There were no questions offered by the board.

Brenda Bartlett directed board members to the *Auditors Report Letter* [pages 4 -9 of the board packet] and shared the document on the screen. Bartlett explained the letter in detail.

In conclusion, Brenda Bartlett explained that the audit report was late this year for various reasons but it was submitted to the state on time. She asked the board if they had any final questions on the report. There were no questions offered by the board.

Superintendent Mikalson thanked Brenda Bartlett for her presentation and thanked CFO Bewley and her team for the work on the audit.

- **Proposed Letter of Support for Highway 361 Community Pathway**

Superintendent Mikalson directed board members to pages 10-11 of the board packet and introduced Cindy Dix who joined remotely via Zoom, to share on the topic.

Cindy Dix explained the request for the JCESD board to provide a letter of support in the efforts to conduct a feasibility study for building a paved, multi-use, non-motorized pathway following the “old Culver Highway” in Jefferson County connecting the cities of Madras, Metolius and Culver. The cost of the feasibility study is approximately \$200,000. They are applying for the pathway grant from ODOT that is due on January 31, 2023. The body of the grant will consist of letters of support from local entities.

Discussion took place about the need for safety on that highway, suggestions of various options, the potential need for land purchase, and that the point of this discussion is to begin the process for the feasibility study. There was also conversation about other potential options of support and funding.

Superintendent Mikalson thanked Cindy for sharing this evening and informed the board of there is a potential action item to provide a letter of support if they so desire.

- **2023-2024 JCESD Local Service Plan – (action item)**

Superintendent Mikalson directed the board to page 12 of the board packet and explained the 2023-24 Local Service Plan for JCESD. He explained each section page-by-page, highlighting specific areas and informed the board that this proposed document is presented for JCESD board approval. In February (see dates below) the board of each of our four component districts will review the document for their approval, with a final approval by our JCESD board in March.

Target Dates – Component District Board Meetings):

Ashwood: February (2/09)

JCSD 509J: February (2/13)

Culver: February (2/16)

Black Butte: February (2/01) – added confirmed date, per Daniel Petke

Superintendent Mikalson asked if there are questions or comments about the Local Service Plan as presented.

Board Discussion took place - comments and suggestions included: family involvement, family/parent advocacy, what the entrepreneurial piece looks like, funding, individual respect for families (philosophy versus budgeting money), the annual performance measures and to include the measurements in the document; the roles of the school districts, the superintendent/instructional leadership services, the JCESD direct support, the mission, values and goals, and the need to have the hyperlinks [page 5 of the Local Service Plan, page 17 of the board packet] that functions properly as we proceed with the final document to the component districts.

Superintendent Mikalson shared that he plans to be physically present at the component districts board meetings when they present the JCESD 2023-2024 Local Service Plan. He also acknowledged the comments and suggestions provided by the board members, and requested that the board have confidence in the ability to update the draft document and take action with a statement to those amendments in order to move forward and take the document before the boards at the four component districts next month.

- **Legislative Summit Update/Recap & OAESD Officer Council Nominations**

Superintendent Mikalson combined the next two topics (Legislative Summit Update/Recap and OAESD Officer Council Nominations) on the agenda. He shared that the Central Oregon K-12 Legislative forum took place on January 4, 2023 at the High Desert ESD and it was well attended by elected officials from our local districts. He also shared that OAESD Officer Council Nominations are now open; the board can nominate one of our own or other ESD boards for Chair-Elect. Superintendents may nominate themselves or other ESD superintendents for President-Elect and it is a potential action item on the agenda this evening.

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

There were no comments submitted this evening.

ACTION ITEMS

A. Consent Agenda

1. Approval of **December 7, 2022** Meeting Minutes
2. Personnel
3. Accounts Payable Vouchers
4. Financials

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

Barbara Ibrahim made a motion to approve the consent agenda as presented, motion seconded by Dani Cowdrey; motion passed unanimously - **Approved 5/0** [1-absent].

B. Accept/Approve June 30, 2022 Audited Financial Statements

Dani Cowdrey made a motion to accept and approve the June 30, 2022 Audited Financial Statements as presented, seconded by Barbara Ibrahim; motion passed unanimously - **Approved 5/0** [1-absent].

C. Appoint Budget Committee Member(s)

Superintendent Mikalson directed board members to page 111 of the board packet and asked CFO Bewley to comment. CFO Martha Bewley explained that positions expired in June 2022 and this is a new three-year appointment for the individuals listed.

Jamie McLeod-Skinner requested to confirm that these are re-appointments of previously serving members. CFO Bewley confirmed that three of them are and one is a new appointment, Sean McLane of position 8 – JCSD 509J is the replacement for Chele Paye.

Dani Cowdrey asked if Ashwood had any expiring terms this year. CFO Bewley confirmed that Ashwood did not have any expiring terms this year.

Board Chair Starkel called for a motion to appoint the budget committee members as presented.

Dani Cowdrey made a motion to appoint the budget committee members as presented; Jamie McLeod-Skinner seconded the motion; motion passed unanimously - **Approved 5/0** [1-absent].

D. Resolution 23-04, To Create Budget and Spending Authority for Consulting Services

Board Chair requested Superintendent Shay Mikalson explain Resolution 23-04, To Create Budget and Spending Authority for Consulting Services.

Superintendent Mikalson explained that there was a request made by JCSD 509J for his support due to an administrator on leave. He is requested to provide two areas of service to the 509J Online Program –

- 1) Direct support for the nine staff members, and
- 2) Consultation for a review of the 509J Online Program.

He confirmed the details of the financial breakdown, that it will provide compensation and associated payroll costs through June 2023, and referred the board to CFO Bewley to confirm the details and answer any questions.

Jamie McLeod-Skinner requested to confirm two items: (1) it is essentially to allow money to come in and go out, but it is not an additional burden to our budget, and (2) in terms of the superintendent's time, it is not taking away from his time to the JCESD in the flow of resources - not taking away from his existing duties; it is considered a separate contract.

Superintendent Mikalson and CFO Bewley confirmed that 509J would compensate for the work the JCESD Board is giving approval for - much of the work performed would be after hours, some work over the phone and on-call. He also explained that a larger piece of time is the evaluation of the 509J Online individuals, and he has no plans for long-term, this is to help-out until the end of the 2022-2023 school year.

Jamie McLeod-Skinner suggested that an additional "whereas" be added stating that this additional commitment will not reduce the commitment in place to the Jefferson County ESD.

Discussion took place about the compensation and additional payroll costs being paid by JCSD 509J. It was noted that this is a resolution to create the spending, not an agreement about the work, which raised a question if it should be between Superintendent Mikalson and JCSD 509J, not JCSD 509J and the JCESD. A board member noting, for posterity it should be noted that this contract would not affect work currently being done at JCESD.

CFO Bewley offered in addition to the additional "whereas" (on Resolution 23-04), to draft a MOU giving Superintendent Mikalson the authority to contract with JCSD 509J.

Jamie McLeod-Skinner made the motion to approve collaborative work of CFO Bewley, Superintendent Mikalson and the JCESD Board Chair to add an additional "whereas" (to Resolution 23-04) that indicates that these additional duties will not take away from the superintendent's existing duties with JCESD. Additionally, to include a drafted MOU that authorizes the separate agreement for consulting services. Dani Cowdrey seconded the motion; motion passed unanimously - **Approved 5/0 [1-absent]**.

E. Proposed Letter of Support for Highway 361 Community Pathway

Jamie McLeod-Skinner made the motion to approve a letter of support for the Highway 361 Community Pathway as requested, motion seconded by Daniel Petke; motion passed unanimously - **Approved 5/0 [1-absent]**.

Board Chair Starkel stated that she would connect with the board secretary to finalize the letter of support to send to the appropriate contact(s).

F. Approve the Proposed JCESD 2023-2024 Local Service Plan

Jamie McLeod-Skinner made the motion to approve the proposed JCESD 2023-2024 Local Service Plan with two minor modifications: 1) add the functional link Strategic Goals and Benchmarks (page 5, *Annual Performance Measures*) and 2) to include under the section, *Superintendent/Instructional Leadership Services* (page 10), added language to include, methods to support the health and well-being of Jefferson County students, staff, and schools communities. Dani Cowdrey seconded motion; motion passed unanimously - **Approved 5/0 [1-absent]**.

G. OAESD Officer Council Nominations (*potential action item*)

After a discussion took place about potential nominations and the process for the OAESD Officer Council nominations, no nominations were submitted and therefore **no action taken at this time**.

Board Chair Starkel called for an executive session [closed to the public], requesting the superintendent remain in the meeting, as follows:

EXECUTIVE SESSION:

Start Time: **7:01PM**

In accordance with ORS 192.660(2)(i) the board will now meet in executive session to review and evaluate the performance of the chief executive officer or any other public officer, employee or staff member, unless the person whose performance is being reviewed and evaluated requests an open hearing.

Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to regular session.

End Time: **7:34PM**

RECONVENED IN REGULAR SESSION

Board Chair Starkel reconvened in regular session at 7:34pm, and called a motion on the topic covered in the executive session.

EXECUTIVE SESSION ACTION ITEM *(following the Executive Session, if needed)*

Jamie McLeod-Skinner made a two-part motion, to be considered and voted on independently as follows:

- 1) Jamie McLeod-Skinner motioned to approve an amended Superintendent contract for 2022-2023 to increase the monthly stipend to \$600. Dani Cowdrey seconded motion; motion passed unanimously - **Approved 5/0** [1-absent].

- 2) Jamie McLeod-Skinner made the motion that the board has come to a consensus on a proposed offer to our Superintendent for a three year contract (2023-2026) starting July 1, 2023 to bring back for board approval at our February 1, 2023 meeting. Motion was seconded Barbara Ibrahim; motion passed unanimously - **Approved 5/0** [1-absent].

BOARD HIGHLIGHTS

- The Black Butte School is looking into going out for a Bond; their board meeting will be on February 1, 2023 at 3:30pm – that is the meeting the JCESD Local Service Plan will be presented. Discussion took place about Superintendent Mikalson attending the Black Butte Board meeting and have the JCESD Board meeting remote.
- A board member had a family member visit from Nigeria – she presented her with the Oregon cutting board from a previous year’s board appreciation gift.
- The audit report, technology services and advisory boards have been mentioned throughout the meeting this evening – thank you to all of those for their great work!

REMINDERS:

JCESD Regular Session Board Meeting (5:30PM) – **Wednesday, February 1, 2023** [remote].

MEETING CLOSURE/ADJOURNED

With no further business, Board Chair Starkel adjourned the meeting at 7:34pm.

DRAFT to Board for Approval at next meeting:

February 1, 2023

Tessa Bailey, Board Secretary

Board Chair Joan Starkel

Superintendent Shay Mikalson

Date

Date