



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

BOARD MEETING

Wednesday, March 1, 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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Meeting ID: 840 9801 7404 Passcode: 110810

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 Gimmick, Sue Matters

REGULAR SESSION MEETING MINUTES

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

ABSENT: None

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.

Dani Cowdrey moved to adopt the agenda as presented, seconded by Daniel Petke; motion passed unanimously – **Approved 5/0 [1-late]**.

COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

- **Governance Council Update**

Superintendent Shay Mikalson shared that he and Dani Cowdrey attended the OAESD Governance Council meeting on February 2, 2023 and he has three updates from that meeting to inform the board.

1. OAESD Officer's Council Chair Elect position

Superintendent Shay Mikalson referred to page 3 of the board packet and shared about the Officer's Council Chair-elect; it is an action item later in the meeting and the board secretary will cast the vote on the board's behalf prior to the deadline.

2. Spring OAESD Conference May 10-12 in Sunriver Update

The Spring OAESD Conference will take place in Sunriver this year. Board members and the advisory board members are welcome to attend. Registration will open sometime in March. He asked board members if they are interested in attending to inform the board secretary for group registration.

3. OAESD 2023-24 Association Dues Update

There is a 5% increase in the OAESD 2023-2024 association dues; and they (he and Dani Cowdrey) agree with the rationale. Example to put things in perspective, last year it was \$8,200 and next year it will be \$8,600.

2023-2024 Local Service Plan Update

Superintendent Shay Mikalson explained that during the past month he and Board Chair Starkel presented the Local Service Plan to the component districts for approval. All four districts unanimously approved in support of the plan, which will allow us to continue forward with the budget process to bring it to the Board next month.

He then introduced Simon Levear, Black Butte School business manager/clerk to share about the Black Butte School Bond that was presented to the Black Butte board earlier in the evening.

Black Butte School District, Bond Update

Simon Levear shared the history of the Black Butte School, dated back to 1949 and explained about the seven-layer roof and the various other needs shared in the proposed bond measure. He informed the board that Black Butte participated in a facilities needs assessment, which qualified them for the Oregon School Capital Improvement Matching (OSCIM) grant; if the \$2 million bond measure is to pass, the OSCIM grant will match \$2 million; and the Black Butte School board committed \$400,000 from its reserves toward the bond project. He also asked Daniel Petke if he would like to add anything to the report.

A few JCESD board members shared their appreciation for the historical report and expressed their support in Black Butte School's efforts to get the bond measure passed.

Daniel Petke shared that the committee approved going forward but it was not one hundred percent, there is understandable concern from voters about the taxes.

Discussion took place about the culture of the small community, the pride of the school, and the historical elements of the building. Superintendent Mikalson concluded by sharing there is a proposed action item (letter) for the board to express their support the Black Butte School bond later in the meeting, if they choose.

Steve Rankin Memorial Mini-Grant 2023 Update - on Website, March 20, 2023

Superintendent Mikalson referred to pages 7-11 of the board packet and explained the Steve Rankin memorial mini-grant program would begin March 20, 2023 with a deadline of May 19, 2023.

Board Chair Starkel 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 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.*

Board secretary reported there were no submitted online/written (via option 2) comments. Board Chair Starkel asked if there are any comments from those attending the meeting in-person or online.

Paul May from the City of Metolius (attending remotely) requested to speak. He introduced himself and thanked the board for the work they do, expressed how important their work is and said he is attending as a concerned citizen.

Board Chair Starkel proceeded to the action items on the agenda, noting a clarification to the DRAFT board meeting minutes.

Chair Starkel noted that she has a comment on the draft minutes from the JCESD board meeting on February 1, 2023 (*referring to page 13 of the board packet, page 2 of the meeting minutes*) where she made a comment suggesting to co-author a letter with 509J, as Warm Springs is part of that district. The reason she made the comment is that Jamie McLeod-Skinner mentioned a potential letter from the Confederated Tribes of Warm Springs, it being a large ethnic group. Chair Starkel said she wants to clarify why she made that comment specific to 509J and not the other constituent districts.

Discussion took place about the initial thought process of the suggestion - the advocacy for Warm Springs at the state level and reaching out to the Confederated Tribe of Warm Springs to see if they are interested in co-authoring a letter as a joint statement. With a conclusion of the best way to correct the draft minutes to reflect the intent and not leave out the constituent districts. Board Secretary will note the comment for the record and confirm with the board chair.

Board Chair Starkel proceeded to the action items on the agenda.

1. ACTION ITEMS

A. Consent Agenda

1. Approval of **February 1, 2023** Meeting Minutes
2. Personnel (if any)
3. Accounts Payable Vouchers
4. Financials

Vice-Chair Daniel Petke made a comment about the accounts payable vouchers (page 23 of the board packet), regarding the \$1.88 mileage reimbursement and whether the cost is more to process the transaction than the reimbursement. He suggested considering a policy with a minimum \$5 or discouraging employees to submit the minimal reimbursements or perhaps a request to accumulate them to submit multiple months later.

JCESD CFO Martha Bewley addressed the comment stating it is part of the process of the monthly check run; she does not want to discourage employees on submitting requests when they have done the work, but they can certainly look into the process and make changes to be more efficient.

With minimal discussion and agreement that it does not warrant a policy change to improve the process, decision was made that it would be managed at a supervisor level; advising staff to accumulate and submit when it is more cost effective.

Vice-Chair Daniel Petke made a motion to approve the consent agenda with noted corrections to the minutes, seconded by Barbara Ibrahim; motion passed unanimously – **Approved 6/0.**

B. **JCESD Renewals, Non-Renewals, Extension & Non-Extensions of Contracts**

Superintendent Shay Mikalson explained the JCESD renewals, non-renewals, extension & non-extensions of contracts as a state requirement that must be processed and submitted by the March 15, 2023 deadline.

Jamie McLeod-Skinner made a motion to approve the JCESD renewals, non-renewals, extension & non-extensions of contracts as presented, seconded by Dani Cowdey; motion passed unanimously – **Approved 6/0.**

C. **OAESD Officer's Council Chair Elect - Chair-Elect Will Cahill, Board Chair, Lake County ESD**

Dani Cowdrey made a motion, if there are no questions, comments or objections to approve the nomination for Chair-Elect Will Cahill for the OAESD Officers Council; seconded by Jamie McLeod-Skinner; motion passed unanimously – **Approved 6/0.**

D. **Black Butte School, Bond – Letter of Support**

Jamie McLeod-Skinner made the motion that the JCESD take the stand in support of the Black Butte School Bond, authorize the board chair to sign the letter in support and take any other appropriate measures to help support and promote the bond, seconded by Barbara Ibrahim; motion passed unanimously – **Approved 6/0.**

Discussion took place about how to best share the JCESD letter of support for the Black Butte School Bond. Board Chair will work with the JCESD superintendent, board secretary and technology director to get the letter published accordingly.

BOARD HIGHLIGHTS

- We are in March!
- High School State Alpine Finals happening at Hoodoo the next two days – safe thoughts for the kids.
- All the work done by the “team” behind the scenes, that often seems like it is taken for granted – the work of the CFO going into the budget preparation, the work by the technology team, the board secretary, and all the communication to keep the board informed – it is appreciated.

REMINDERS:

- JCESD Budget Committee Meeting (5:30PM)– **Wednesday, April 5, 2023** [Note: location will be at JCSD 509J Boardroom – 445 SE Buff Street, Madras, OR 97741]
- JCESD Board Meeting (To Immediately Follow Budget Committee Meeting) – **Wednesday, April 5, 2023** [Note: location will be at JCSD 509J Boardroom – 445 SE Buff Street, Madras, OR 97741]
- OAESD Governance Council, **Wednesday, May 10, 2023**

MEETING CLOSURE/ADJOURNED

With no further business, Board Chair Starkel adjourned the meeting at 6:13pm.

**DRAFT to Board for Approval at next meeting:
April 5, 2023**

Tessa Bailey, Board Secretary

Board Chair Joan Starkel

Superintendent Shay Mikalson

Date

Date