



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

BOARD MEETING

Wednesday, May 3, 2023

Budget Hearing – 5:30pm, followed by Regular Session

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

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Meeting ID: 898 8026 5709 Passcode: 534604

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, Sue Matters

MEETING MINUTES

BOARD OF DIRECTORS ATTENDANCE: Vice-Chair Daniel Petke, Jamie McLeod-Skinner, Barbara Ibrahim, and Dani Cowdrey

ABSENT: Chair Joan Starkel and Raylene Thomas

BUDGET HEARING (5:30PM)

In the absence of Board Chair Starkel, Vice-Chair Daniel Petke chaired the meeting.

Vice-Chair Daniel Petke called the meeting to order at 5:33pm, followed by the Pledge of Allegiance, board secretary noted board member attendance. Vice-Chair Petke explained the purpose of this meeting is to allow the public opportunity for input on the Jefferson County Budget Committee **Approved** Budget [[JCESD 2023 2024 BUDGET](#)] for the 2023-2024 school year. This budget will be presented to the Jefferson County ESD Board of Directors for board adoption this evening during the regular session meeting.

Vice-Chair Daniel Petke called for any public comments.

There were no comments presented in-person, online via Zoom, or from the embedded link in the agenda to submit comments online.

With no comments presented, Vice-Chair Daniel Petke adjourned the budget hearing at 5:36pm and went immediately into the Jefferson County ESD regular session meeting.

REGULAR SESSION MEETING

Immediately following the Budget Hearing.

WELCOME - REGULAR SESSION

Vice-Chair Daniel Petke called the meeting to order immediately following the budget hearing at 5:36pm.

Vice-Chair Daniel Petke asked if there are any changes to the agenda, if none, he called for a motion.

AGENDA ADOPTION

Dani Cowdrey made a motion to adopt the agenda as presented, seconded by Jamie McLeod-Skinner; motion passed unanimously – **Approved 4/0 (2 absent)**.

COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

- **Oregon Education Service District (ESD) P-20 Support Network**

Superintendent Shay Mikalson referred to pages 3-12 of the board packet and explained the Oregon ESD P-20 Support Network agreement. He explained that the goals of the network are detailed on page 4 of the board packet and he read the bulleted list:

- Ensure the equity of, and access to, educational opportunity for all of Oregon's Children.
- Utilize all Oregon ESDs in a coordinated and integrated approach to focus on statewide implementation of targeted initiatives.
- Build capacity at each ESD.
- Build upon existing networks and partnerships to ensure and maximize efficiency for school districts and their students across the state of Oregon.
- Support ODE and other state entities in the effective and efficient design and
- Implementation of initiatives requiring statewide or multi-ESD coordination and collaboration.
- Provide a single point of contact for ODE and other entities with interest in working with Oregon ESDs functioning as a Network.

Superintendent Shay Mikalson said this topic is open for board discussion or comments, prior to agreeing to participate in the P-20 network later in the action items.

- **Teacher of the Year Update (2023)**

Superintendent Shay Mikalson shared that three Jefferson County teachers (from our region) who submitted their application for the 2023 Teacher of the Year. He explained the regional teacher of the year (2023) process, and confirmed that both Vice Chair Petke and Jamie McLeod-Skinner expressed interest in representing the board on the blue ribbon panel (during a previous meeting), and he offered the opportunity to others (including the board advisors). He informed the board they can select from those interested later in the action items.

Vice Chair Petke requested to clarify (because the regional winner needs to be submitted the end of May) that the board **does not** have to select the winner, just appoint members to

represent the board in the blue ribbon panel selection process. Superintendent Mikalson confirmed that is correct.

Jamie McLeod-Skinner informed the board/superintendent that a board advisor has communicated to her that she would be willing to serve on the panel. Superintendent Mikalson confirmed that it is fine to bring her name forward when the board acts on this item. He will communicate with the entire committee on the process later in the week.

- **Steve Rankin Mini-Grant Application Update (2022-2023)**

Superintendent Shay Mikalson explained that the Steve Rankin Memorial Grants application process has been posted/advertised with a deadline of May 19, 2023. The board secretary will send information out for review after the application deadline, and then the board will come together (during the June meeting) to discuss and make their selection for the awards to be funded in the fall 2023.

Superintendent Shay Mikalson also noted he will be presenting (for the annual evaluations) the board goals at the meeting in June - both topics (Steve Rankin grants and board goals) are more 'meaty' and he wants the board to recognize the time requirement in advance.

Jamie McLeod-Skinner made a request to the Vice-Chair to raise a question, or refer to the June agenda for further action, regarding plans of the JCESD superintendent, following an email notification. She asked whether the board should designate a representative or have more board discussion, but would like to flag the topic for board conversation – regarding the plans for leadership of the JCESD.

Due to intermittent unstable reception (via Zoom/remote access) Vice-Chair Petke referred the question to Superintendent Mikalson as he assessed his connectivity issue.

Superintendent Shay Mikalson said he is not sure of her exact question, but is happy to address the update. He shared that he interviewed, was selected, and accepted the assistant superintendent role for the 509J school district; and stated his plan is to continue serving in the role of JCESD superintendent as long as this board would want him – he has no plans in changing that aspect. He also explained that the JCESD Board Chair reached out to the 509J Board Chair and Superintendent Jay Mathisen to say as the transition goes, opening those lines of communication board-member-to-board-member to insure that both organizations needs are being met. He reconfirmed that his full intention is to remain as JCESD superintendent; filling both of those capacities. Jamie McLeod-Skinner said she did not fully understand that from the communication, but is delighted to hear that news and apologized for the interruption.

Superintendent Shay Mikalson also explained, in June (next board meeting) they will be discussing the goals and evaluation of the superintendent and the conversation can continue, with any concerns, clarifications, any questions of responsibilities of roles, or direction from the board and how they will work to process it.

Jamie McLeod-Skinner thanked Superintendent Mikalson for clarification, again apologized for the interruption and made a recommendation before the board, as best practice for the future, and for clarity, that a memorandum of understanding for consideration be provided in the future.

Vice-Chair Daniel Petke confirmed his remote connection and 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.

Paul May was present in-person and thanked the board for the work they do and stated it is good to meet them in person.

Vice-Chair Daniel Petke asked the board secretary if there were any comments submitted online; there were none.

Confirming no other public comments Vice-Chair Daniel Petke proceeded to the action items on the agenda.

ACTION ITEMS

A. Consent Agenda

1. Approval of **April 5, 2023** Special Meeting Minutes
2. Approval of **April 5, 2023** Regular Session Meeting Minutes
3. Personnel (*Jennifer Bonham*)
4. Accounts Payable Vouchers
5. Financials

Vice-Chair Daniel Petke addressed the five items in the consent agenda and asked Superintendent Mikalson if there is anything more that he would like to note or speak about in the consent agenda.

Superintendent Mikalson said he would highlight a special partnership, he had referenced in the budget committee meeting, that we have with 509J for the personnel hire. Jennifer Bonham is graduating from a school psychology program and is looking to do an internship and we are fortunate to be in a position to participate and fill those very difficult positions; 509J is paying the salary for a year (MOU in action items tonight) - we are very fortunate for this partnership.

Dani Cowdrey made a motion to approve the consent agenda as presented, Jamie McLeod-Skinner seconded the motion; the motion passed unanimously – **Approved 4/0** (2 absent).

B. Resolution 23-05, Adopting the 2023-2024 Budget, making appropriations, imposing and categorizing the tax

Vice-Chair Daniel Petke asked if there is special wording needed to adopt the budget resolution; Superintendent Shay Mikalson said there is not special wording but would refer to CFO Bewley to confirm. CFO Martha Bewley confirmed that there is no special wording, just a motion to pass the resolution to adopt the 2023-2024 budget, making appropriations, imposing and categorizing the tax.

Dani Cowdrey said if there were no questions or further discussion on the budget resolution, she would make a motion to approve Resolution 23-05, Adopting the 2023-2024 Budget, making appropriations, imposing and categorizing the tax as presented.

Jamie McLeod-Skinner posed the question, if the specific tax should be stated, or a reference mentioned, as provided or stated in the resolution. Superintendent Mikalson said stating the specific resolution 23-05, or the tax as stated in the resolution, works great. Jamie McLeod-Skinner offered that as an amendment to the motion and Barbara Ibrahim said she would second the amended motion.

Vice-Chair Petke confirmed remote connection and asked again, if the specific tax should be stated in the motion. Board discussion took place and agreement made to refer to the specific resolution number 23-05 and the tax as detailed in the resolution/budget document.

Vice-Chair Petke recounted the motion made by Dani Cowdrey, amended by Jamie McLeod-Skinner and seconded by Barbara Ibrahim as detailed in Resolution 23-05, Adopting the 2023-2024 Budget, making appropriations, imposing and categorizing the tax (page 33 of board packet / page 59 of the proposed budget document) as presented, motion was seconded by Barbara Ibrahim. Motion passed unanimously – **Approved 4/0** (2 absent).

C. Resolution 23-06, Adopting Participation in the Oregon Education Service District Support Network for 2023-2026

Vice-Chair Daniel Petke asked if there is any other information on the resolution 23-06 to report. Superintendent Mikalson shared that this is not a resolution with financial obligation, but a commitment of how we work together across nineteen ESDs, and sharing from his seat it is a solid framework, building great outcomes for kids and great momentum for partnership.

Vice-Chair Daniel Petke asked why the resolution does not state P-20, is that reference going away, or is there any specific reason. Superintendent Mikalson said the resolution language came from OAESD, we can insert P-20, or it is fine to accept as is.

Dani Cowdrey made a motion to approve the Resolution 23-06, Adopting Participation in the Oregon Education Service District Support Network for 2023-2026 as presented, seconded by Barbara Ibrahim; motion passed unanimously – **Approved 4/0** (2 absent).

D. JCESD and JCSD 509J Memorandum of Agreement for Services, 2023-2024

Superintendent Shay Mikalson explained that this agreement and the ones to follow are historic agreements, for additional services that our districts have requested of us; stating these are mentioned in the third area of the Local Service Plan (the entrepreneurial section) where the districts ask us to provide services and pay for them differently. He shared specific details of the agreements listed.

Jamie McLeod-Skinner asked to confirm that these agreements are mentioned in the budget that was just approved. CFO Bewley and Superintendent Mikalson confirmed, yes they are in the budget.

Jamie McLeod-Skinner made a motion to approve the JCESD and JCSD 509J Memorandum of Agreement for Services, 2023-2024 as presented, seconded by Barbara Ibrahim; motion passed unanimously – **Approved 4/0** (2 absent).

Discussion took place whether the board can combine the following agreements (E, F, and G) as one motion and they agreed to keep them separate as individual motions.

E. JCESD and Ashwood School District - Memorandum of Agreement, Teacher Evaluation Services 2023-2024

Superintendent Shay Mikalson explained that Barbara Garland has been providing this service for a number of years; explaining that Ashwood has one teacher and by state statute the teacher's evaluation needs to be done by a licensed administrator - the request from Ashwood is to continue this service with Manda Currier stepping into that role.

Barbara Ibrahim made a motion to approve the JCESD and Ashwood School District - Memorandum of Agreement, for Teacher Evaluation Services for 2023-2024. Motion was seconded by Dani Cowdrey; the motion passed unanimously – **Approved 4/0** (2 absent).

F. JCESD and Ashwood School District - Memorandum of Agreement, Fiscal Processing 2023-2024

Barbara Ibrahim made a motion to approve the JCESD and Ashwood School District - Memorandum of Agreement, for Fiscal Processing 2023-2024. Motion was seconded by Dani Cowdrey and the motion passed unanimously – **Approved 4/0** (2 absent).

G. JCESD and Culver School District #4 - Memorandum of Agreement for Services, 2023-2024

Dani Cowdrey made a motion to approve the JCESD and Culver School District #4 - Memorandum of Agreement for Services, 2023-2024, motion was seconded by Jamie McLeod-Skinner; motion passed unanimously – **Approved 4/0** (2 absent).

H. Teacher of the Year – Blue Ribbon Panel Board Members

Vice-Chair Daniel Petke and Superintendent Shay Mikalson explained that this item on the agenda is to select a few board members to be on the panel, who agree to review and score the applications and select the regional finalist by the deadline. He explained the process, noting that after the independent review and scores are finalized, the blue ribbon panel will meet via Zoom and come to an agreement on the final selection.

Discussion took place about what board members are interested, the time commitment, the intent and the process of the evaluation and selection process. Daniel Petke expressed that he is limited on time commitment and would agree to be an alternate. Jamie McLeod-Skinner, Barbara Ibrahim and Board Advisor Sue Matters (via Jamie) expressed an interest in participating on the blue ribbon panel. Superintendent Mikalson thanked them for their willingness to participate and explained that the information will be sent to each of them, and the executive team panel members once everything has been received from ODE.

BOARD HIGHLIGHTS

- It is so nice to have the agendas readily available and accessible on the website. The agendas are well done, easy to follow and remote meeting link is accessible. The new website is so nice and user friendly – these are things that are easy to take for granted - thank you to the team that puts them together and for the development of the new user-friendly website.
- Thank you to Barbara Garland for her service. A Black Butte student who has been a recipient of her services for many years is doing very well and no longer in need of the services – a big thank you!
- The JCESD letter of support for the Black Butte Bond on behalf of the board was submitted to various publications as requested - one was recently published in the Madras Pioneer.
- The JCESD will host a lunch for staff and board members to get together to recognize staff and outgoing board members in June. Information will be sent out – please look for it and know that your presence is appreciated and welcomed.

REMINDERS / MARK YOUR CALENDAR:

- OAESD Spring Conference, **May 10-12, 2023**
- OAESD Governance Council, **Wednesday, May 10, 2023**
- JCESD Board Meeting (5:30PM), **Wednesday, June 7, 2023**
- JCESD Board Meeting (5:30PM), **Wednesday, July 12, 2023** (Zoom Only) [proposed, due to July 4th holiday]

MEETING CLOSURE/ADJOURNED

With no further business Vice-Chair Petke adjourned the meeting at 6:14pm.

DRAFT to Board for Approval at next meeting:

June 7, 2023

Tessa Bailey, Board Secretary

Board Chair Joan Starkel or Vice-Chair Daniel Petke

Superintendent Shay Mikalson

Date

Date