



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

BOARD MEETING

Wednesday, June 7, 2023

Regular Session – Immediately Following Work 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: 843 1134 6679 Passcode: 497908

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

REGULAR SESSION MEETING MINUTES

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

ABSENT: Raylene Thomas

BOARD OF DIRECTORS ATTENDANCE: Sue Matters

WELCOME - REGULAR SESSION / PLEDGE OF ALLEGIANCE / BOARD MEMBER ROLL CALL

Board Chair Joan Starkel called the regular session meeting to order immediately following the work session at 5:50pm, followed by the Pledge of Allegiance. Board secretary noted board member attendance.

Board Chair Joan Starkel welcomed newly elected board members Maurice Langsev, position 2, Culver and Heidi Casper, position 6, at-large and informed them they will be sworn in with the oath of office in the July board meeting.

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

AGENDA ADOPTION – Jamie McLeod-Skinner moved to adopt the agenda as presented, the motion was seconded by Dani Cowdrey; motion passed unanimously – **Approved 5/0 [1 absent]**.

COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

Board Member Recognition

Superintendent Shay Mikalson welcomed Maurice and Heidi and shared that Raylene Thomas resigned from her board position. He shared the timeline for the newly elected board members, congratulated each of them and explained that the Black Butte position had a write-

in vote and we will not know the name of the write-in candidate until on or after June 12, 2023. He presented the outgoing board members (Jamie McLeod-Skinner, Daniel Petke and Raylene Thomas) with a token of appreciation and thanked them for their service on the Jefferson County ESD Board.

Daniel Petke shared that he does not know the outcome of the write-in votes for the Black Butte position and he will attend the meeting in July to see where the board stands with the write-in position.

Jamie McLeod-Skinner expressed her gratitude for serving on the board and expressed her experience, privilege and honor working with the JCESD team.

Superintendent Shay Mikalson shared an invitation to all board members and the JCESD staff for the end of year staff appreciation luncheon June 14, 2023 at 11:30am.

Board discussion took place about the vacant position (Raylene Thomas's vacant seat, 509J position 4), the policy and process for those interested to apply. A suggestion was made to possibly appoint one the current board advisor's (temporarily) to fill the vacant position. Board Chair Joan Starkel reminded the board members that the advisor positions are renewed annually. Board Chair Joan Starkel said the board could consider the options and vote during the action items.

2022-2023 JCESD Board Goals Report

Board Chair Joan Starkel reminded the board that the board goals are also the superintendent goals.

Superintendent Shay Mikalson shared a PowerPoint presentation reflecting the 2022-2023 board goals as a reflection of progress and update sharing the benchmarks and progress markers for each [pages 6-45 of the board packet].

JCESD Board Goals.

1. **Goal 1:** WE PUT KIDS FIRST--Improve the educational, physical and mental well-being of students in our region.
2. **Goal 2:** WE TAKE CARE OF EACH OTHER--Recruit, support and retain an outstanding, engaged, professional, and diverse workforce.
3. **Goal 3:** WE ARE RESPONSIVE AND INNOVATIVE TO THOSE WE SERVE--Be the most effective and sought-after provider of educational services in Jefferson County.

There was brief intermittent technical difficulties handled by the JCESD technology host to ensure hybrid viewing/connectivity.

Board discussion took place about the presentation. Superintendent Mikalson addressed questions and board members thanked him for his informative presentation, his hard work and his thoughtful encouraging communication to the board and to the JCESD staff.

Proposed 2023-2024 JCESD Board Meeting Calendar

Superintendent Mikalson informed the board that they will not vote on the proposed calendar this evening because we will have new board members - we will wait until July when they are officially sworn in; he asked if Wednesday, July 12, 2023 would work for the next meeting, avoiding the 4th of July week. Board members (to include the two new ones) confirmed that July 12, 2023 would work for the next board meeting.

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.

No comments were submitted under either option this evening.

4. ACTION ITEMS

A. Consent Agenda

1. Approval of **May 3, 2023** Meeting Minutes
2. Personnel – [James Hayden .12]
3. Accounts Payable Vouchers
4. Financials

Board Chair Joan Starkel welcomed James Hayden (personnel) to JCESD, and called for a motion on the consent agenda if there are no updates or questions.

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

B. **Decision on Board Member Resignation**

Superintendent Shay Mikalson referred to page five of the board packet, sharing the policy on board vacancies. He said the board would appoint the position and the requirements are they are a registered voter and a Jefferson County resident for at least one year.

Discussion took place about posting the vacancy on the website and in the local newspaper.

The suggestion was made again, to temporarily appoint an advisory board member - if they would accept, then come before the board for consideration in July if there are other applicants. Board discussion took place about the process, policy and timeframe. If a board advisor is qualified and interested in the position they could express their interest, go through the process and the board can fill a board advisor position.

Board Advisor Sue Matters expressed interest in the vacant 509J board position 4, stating she lives in the district, she is eligible, and interested and she requested the board point her in the right direction to apply.

Board discussion took place about the process. Some board members expressed the desire to post the position for thirty days and open it up to others candidates. One mentioned that there were two other candidates up for the JCESD board positions during the special election and they may be interested in applying if they qualify for this seat.

Board Chair Starkel said she is hearing many thoughts and requested that one of them be formed into a motion for the board to consider action.

Jamie McLeod-Skinner asked, before the motion does the board need to accept the resignation. Superintendent Mikalson said there is not a formality; the board has declared the vacancy.

Jamie McLeod-Skinner made the motion to appoint an advisory board member to this position on a temporary basis effective this evening, and publish the vacancy per past process. If applications are received, the board will consider the sitting advisory, now temporary board member and the applications; if no applications are received this temporary position would remain until the next general election.

Board Chair Starkel asked for any second to the motion. There was no second to the motion, board chair declared the motion dead.

Sue Matters requested to speak and asked if she is interested in the position does she need to state her interest or does the board want something in writing.

Board Chair Starkel explained that the board has not decided the process yet – the first motion has died.

Barb Ibrahim made a motion to publish the 509J board vacancy in the local newspaper and to request an application of interest from interested parties, to include the advisory members, for the 509J position, to apply. If there are no applicants, the board can revisit in two months; Dani Cowdrey seconded motion*...

Newly elected Board Member Maurice Langsev requested to speak, Board Chair Starkel granted the request.

Maurice Langsev reminded the board that there were two candidates in the recent election that did not make it, who may be interested in applying for this position – if so, where do they send their information?

Board Chair Starkel concurred with the reminder and expressed this is why we would like to proceed with posting the vacant position; the applications of interest should be sent to the board secretary. Board Chair Starkel thanked Mr. Langsev for his comment and question.

Board Chair Starkel stated there is a motion on that table that was seconded, and called for a vote.

Jamie McLeod-Skinner questioned when the vacant position would be revisited if no one applies. Discussion took place to clarify when the position would be appointed, and when it would it be revisited if there are no applicants.

A discussion also took place about the opportunity to have a voice representing Warm Springs and the tribe. Board Chair Starkel reminded the board and clarified that the vacant position is a 509J district position, which includes Warm Springs but is not strictly a Warm Springs position.

Board Chair Starkel again stated there is a motion on that table that was seconded, and she called for a vote.

**[Barb Ibrahim made a motion to publish the 509J board vacancy in the local newspaper and to request an application of interest from interested parties, to include the advisory members, for the 509J position, to apply. If there are no applicants, the board can revisit in two months; Dani Cowdrey seconded the motion].*

Board members voted, Chair Joan Starkel, Vice-Chair Daniel Petke, Dani Cowdrey, and Barbara Ibrahim **voted yes**, Jamie McLeod-Skinner respectfully **voted no**. One board member is absent – **Approved 4/1** [1 absent].

Superintendent Mikalson said he will work with the board secretary to get the vacant position published as soon as possible.

C. JCESD Administrative, Confidential and Classified Employee Handbook (2023-2024)

CFO Martha Bewley explained the JCESD Administrative, Confidential and Classified Employee Handbook, sharing there are some areas highlighted in yellow – those are the areas they are requesting to have updated effective today, June 7, 2023 with board approval; she explained Juneteenth is a newly added holiday for employees and the Human Resources Coordinator position has been added as well.

Board Chair Starkel called for motion.

Jamie McLeod-Skinner made a motion to accept and approve the 2023-2024 JCESD Administrative, Confidential and Classified Employee Handbook effective June 7, 2023 as presented, Barbara Ibrahim seconded the motion. Motion was approved unanimously – **Approved 5/0** [1 absent].

D. Resolution 23-05, Resolution to Create Budget and Spending Authority for ESD Technical Assistance (Federal) Grant

CFO Beweley explained this is not new money, this is just how we receive the money, and explained the student success act funding that has been used for Sue Taylor and Stefanie Garber’s positions.

Board Chair Starkel called for motion.

Dani Cowdrey made a motion to approve Resolution 23-05, a resolution to create budget and spending authority for ESD Technical Assistance (Federal) Grant as presented, the motion was seconded by Jamie McLeod-Skinner and passed unanimously – **Approved 5/0** [1 absent].

Board Chair Starkel proceeded to the next agenda item.

E. Steve Rankin Memorial Grant Awards

Dani Cowdrey said since the JCESD board had discussion during the work session, unless there is additional communication needed, she made a motion to approve the Steve Rankin Memorial Grant Awards to the ten applicants submitted, in the amount of \$500 per application, motion was seconded by Jamie McLeod-Skinner; motion passed unanimously – **Approved 5/0** [1 absent].

Board Chair directed the board secretary to proceed with the award letters as in previous years and thanked her for her work.

BOARD HIGHLIGHTS

- Chair Starkel thanked Jamie McLeod-Skinner again for her service and dedication to Jefferson County ESD.
- Daniel Petke at the Black Butte School showed the board (remotely) the playground work in progress.

At 7:06PM, the board recessed for a few moments before the executive session.

Board Chair Starkel called the regular session back to order at 7:17pm and went into executive session. She requested for everyone attending remotely to exit the meeting with the exception of Daniel Petke.

EXECUTIVE SESSION (Superintendent Evaluation)

(Closed to the public)

Start Time: 7:17PM

In accordance with *ORS 192.660(2)(i)* the board met to review and evaluate the employment-related performance of the chief executive officer. No decision was made in executive session.

End Time: 7:54PM

RECONVENE IN REGULAR SESSION *(Open to the public)*

Board Chair Starkel called the meeting back to order in regular session at **7:54pm**.

POTENTIAL ACTION ITEM

Chair Joan Starkel summarized the executive session conversation, understanding and confirming that the evaluation of Superintendent Shay Mikalson can be shared in public.

Superintendent Shay Mikalson clarified/confirmed that he is fine to have his final evaluation summarized and shared to the public as discussed in the executive session.

Chair Joan Starkel summarized the board comments and input from board members during the executive session relative to the superintendent evaluation for 2022-2023, and requested to move forward with the final document based on that communication.

Superintendent Shay Mikalson clarified/confirmed that he is fine to have his final evaluation finalized and brought back to the board and shared in public at a future meeting.

Dani Cowdrey made a motion that the JCESD board assign the board chair to summarize and finalize the 2022-2023 evaluation for Superintendent Shay Mikalson and brought back for the record at a future meeting, motion was seconded by Jamie McLeod-Skinner; motion passed unanimously – **Approved 5/0** [1 absent].

REMINDERS:

JCESD Regular Session Board Meeting (5:30PM) – **Wednesday, July 12, 2023** [Note: date due to 4th of July holiday]

OSBA Summer Board Conference – **August 11-13, 2023** (Salem, OR)

MEETING CLOSURE/ADJOURNED

With no further Chair Joan Starkel adjourned the meeting a 7:59pm.

DRAFT to Board for Approval at next meeting:
July 12, 2023

Tessa Bailey, Board Secretary

Board Chair

Superintendent Shay Mikalson

Date

Date