



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

BOARD MEETING MINUTES

Wednesday, July 12, 2023

Regular Session @5:30PM

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Meeting ID: 870 7270 3872 Passcode: 224091

Phone +1 253 215 8782 US (Tacoma)

REGULAR SESSION @5:30PM

2023-2024 Board Members: Joan Starkel, Barbara Ibrahim, Dani Cowdrey, Daniel Petke, Maurice Langsev, Heidi Casper and Paul May **Advisory Board Members:** Sue Matters

BOARD OF DIRECTORS ATTENDANCE: *Chair Joan Starkel, *Barbara Ibrahim, Vice-Chair Daniel Petke, *Maurice Langsev, *Heidi Casper and *Dani Cowdrey (entered meeting at 5:36pm remotely and 5:44pm in-person). *In-person

ABSENT: None

BOARD OF DIRECTORS ATTENDANCE: Sue Matters

WELCOME - REGULAR SESSION / PLEDGE OF ALLEGIANCE

Board Chair Joan Starkel called the regular session meeting to order at 5:30pm followed by the Pledge of Allegiance; she welcomed all the new board members and all others attending.

Board Chair Joan Starkel stated she will ask the newly elected board members to take their oath of office prior to taking attendance, then they will be official.

BOARD MEMBER WELCOME / OATH OF OFFICE / BOARD MEMBER ROLL CALL

The following newly elected board members took their oath of office.

1. Maurice Langsev, Position 2, Culver (4-year term) – attending in-person
2. Daniel Petke, Position 3, Black Butte (4-year term) – attending remotely
3. Heidi Casper, Position 6, At Large (4-year term) – attending in-person
4. **Dani Cowdrey, Position 1, Ashwood (4-year term) – attending in-person for oath of office

"I (name of applicable board member), do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon. I will faithfully and honorably discharge the duties of Jefferson County Education Service District Director, (position # of applicable board member), to the best of my ability, so help me God."

[Dani Cowdrey entered the meeting remotely, enroute at 5:36pm]

Board Chair took a roll call and the secretary noted board member attendance.

2023/2024 JCESD BOARD OFFICER NOMINATIONS

Board Chair Joan Starkel proceeded to the next agenda item, stating she cannot run for Board Chair per policy because she has been Chair for two years, and she called for nominations for Board of Director Chair.

Chair -

Board Chair Joan Starkel nominated Barbara Ibrahim for Board Chair, seconded by Maurice Langsev, with no other nominations and Barbara Ibrahim willingly accepting the nomination, a vote was taken and approved unanimously – **Approved 6/0**.

Joan Starkel passed the gavel to the new Board Chair Barbara Ibrahim to lead the meeting.

Chair Barbara Ibrahim thanked everyone for the nomination of Board Chair and called for nominations for Vice-Chair.

Vice Chair -

Daniel Petke nominated Dani Cowdrey, Heidi Casper seconded the nomination. Joan Starkel nominated Daniel Petke.

There were temporary connectivity concerns with Dani Cowdrey enroute to the meeting - a request was made to wait until Dani Cowdrey arrived in-person prior to proceeding with the Vice Chair nomination to affirm she is willing to accept the nomination.

Chair Barbara Ibrahim said we will proceed and backtrack as needed when Dani arrives; she then called for a motion to adopt the agenda.

AGENDA ADOPTION

Joan Starkel made a motion to adopt the agenda as presented, Heidi Casper seconded the motion. The motion passed unanimously – **Approved 5/0** (Dani Cowdrey absent, enroute to meeting).

[Board Member Dani Cowdrey entered the meeting in-person at 5:44pm]

****Dani Cowdrey took her oath of office.**

The Vice-Chair nomination was discussed. Chair Barbara Ibrahim explained that Daniel Petke nominated Dani Cowdrey, Heidi Casper seconded the nomination. Joan Starkel nominated Daniel Petke.

Discussion took place. Dani Cowdrey stated she is willing to accept the nomination, if Daniel Petke would like a break this year. Daniel Petke confirmed – due to his schedule he would like Dani to accept the nomination. Joan Starkel rescinded her nomination.

Chair Barbara Ibrahim stated, the nomination for Dani Cowdrey for Vice Chair is still on the table, a vote was taken and approved unanimously – **Approved 6/0.**

COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

JCESD Board Member 509J, Position 4 – Vacancy Update

Chair Barbara Ibrahim proceeded to the next agenda item and Superintendent Mikalson explained the JCESD, Board Member, 509J, Position 4 vacancy. He explained there are four applicants: (1) Paul May, (2) Sean Gallagher, (3) Sue Matters and (4) James Rahi. He explained that the fourth application came in today, right before the deadline.

Board discussion took place about the qualifications and background of the applicants for the vacant 509J board, position 4; board members weighed in with their thoughts of the most qualified candidate. A board member suggested that once a decision is made to appoint for the vacant board position, the other applicants may want to consider applying for the vacant board advisor position.

Superintendent Shay Mikalson said there is an action item later on the agenda if the board would like to appoint or vote on a process to proceed for the JCESD Board 509J, position 4.

Chair Barbara Ibrahim proceeded to the next agenda item.

Board Advisor Positions Discussion

Superintendent Shay Mikalson explained the purpose of the Board Advisor position on the agenda - per policy the positions are renewed on an annual basis and the board can decide how they want to proceed during the action item later on the agenda.

JCESD Board Meeting Calendar

Superintendent Shay Mikalson explained the 2023-2024 JCESD Board Meeting calendar, it reflects the same board meeting schedule as last year (1st Wednesday of every month, unless noted otherwise), it also includes the upcoming OSBA Summer Board Conference in Salem, Oregon that board members are welcome to attend. He explained that there has been conversation about having a staff/board retreat, but former Board Chair Joan Starkel had the opportunity to have a conversation with new board member Maurice Langsev, and he (Superintendent Mikalson) has had a conversation with new board member Heidi Casper; and depending on what the board does with the 509J board position appointment, he would like to

propose that the board not have a standard retreat but he and Board Chair Barb Ibrahim meet with whomever they appoint and have a brief on-boarding and rather than the retreat, utilize the opportunity for new board members to attend the OSBA Summer Board Conference, then the board can meet in September.

Local Service Plan Proposed Calendar 2024/2025

Shay Mikalson explained the proposed calendar to develop the FY 2024-2025 Local Service Plan, (page 22 of the board packet) sharing that listening to the four component districts is at the core of our mission.

Superintendent Evaluation Update

Joan Starkel explained as tasked, she completed the superintendent evaluation, sent it to Superintendent Mikalson for review and has prepared it for final approval and signatures to have placed in his personnel file.

Barbara thanked Joan and asked Superintendent Shay Mikalson if he has anything to add.

Superintendent Shay Mikalson thanked the board for the thoughtful review and ongoing support. He shared it is an ongoing team effort and he really feels the support from the board.

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. Please submit your

There were no online comments. Superintendent Stefanie Garber signed up for in-person comment.

Culver School District Superintendent Stefanie Garber introduced herself, thanked new board member Maurice Langsev (Culver) and expressed how incredible it has been working with Superintendent Shay Mikalson, this is her fifteenth year working as superintendent of Culver and has never felt so supported by an ESD superintendent with regular communication – she is

grateful for the partnership. She also thanked the ESD Board for their role in supporting the districts in caring for the children.

ACTION ITEMS

A. Consent Agenda

1. Approval of **June 7, 2023** Meeting Minutes
2. Personnel (None)
3. Accounts Payable Vouchers
4. Financials, Monthly Report
5. Resolution 24-01, Annual Procedures
6. 2024-2025, Budget Calendar

Heidi Casper motioned to approve the consent agenda as presented, Joan Starkel seconded the motion; motion passed unanimously – **Approved 6/0**.

B. JCESD Board Member 509J, Position 4 – Appointment

After consideration of the applicants and board discussion, Joan Starkel made a motion to appoint Paul May to the JCESD Board for 509J, position 4, seconded by Maurice; the motion passed – **Approved 5/01**. [*Joan Starkel, Barbara Ibrahim, Daniel Petke, Maurice Langsev, Dani Cowdrey voted in favor; *Heidi Casper opposed*]

Shay Mikalson stated he will discuss with Board Chair Ibrahim and connect with Mr. Paul May to inform him of the appointment and schedule to meet for a brief on boarding as the new board member.

C. JCESD Advisory Board Members

Joan Starkel motioned to nominate/ask Sue Matters to remain on as a board advisor and advertise for the other board advisor position. Discussion took place.

Sue Matters asked if she would be able to participate in the review of the Local Service Plan. Superintendent Shay Mikalson confirmed, he would be happy for her or any board member to participate if they are interested. Following the confirmation, Sue Matters accepted the nomination to remain a board advisor.

Board Chair Ibrahim requested a new motion.

Joan Starkel motioned, after the acceptance by Sue Matters, she would like to appoint Sue Matters to the JCESD board advisor position, the motion was seconded by Daniel Petke; motion passed unanimously – **Approved 6/0**.

Joan Starkel motioned to advertise for the other board advisor position, seconded by Heidi Casper; motion was approved unanimously – **Approved 6/0**.

D. JCESD 2023-2024 Board Calendar

Dani Cowdrey motioned to accept JCESD 2023-2024 Board Calendar as presented, seconded by Joan Starkel; motion passed unanimously – **Approved 6/0.**

E. ~~2023-2024~~ 2022-2023 Superintendent Evaluation

It was noted that the line item on the agenda should be updated to correctly reflect the correct year, 2022-2023 Superintendent Evaluation. Correction was noted by the board secretary.

Heidi Casper motioned to approve the 2022-2023 Superintended Evaluation as presented, seconded by Dani Cowdrey; motion passed unanimously – **Approved 6/0.**

BOARD HIGHLIGHTS

- Excited about how many applicants applied for the vacant position.

REMINDERS

- No JCESD Board Meeting in August 2023.
- OSBA Summer Board Conference – **August 11-13, 2023** (Salem, OR)
- JCESD Regular Session Board Meeting (5:30PM) – **Wednesday, September 13, 2023**

MEETING CLOSURE/ADJOURNED

With no further business, Board Chair Ibrahim adjourned the JCESD board meeting at 6:18pm.

**DRAFT to Board for Approval at next meeting:
September 13, 2023**

Attest:

Tessa Bailey, Board Secretary

Board Chair Barbara Ibrahim

Superintendent Shay Mikalson

Date

Date