



Jefferson County Education Service District

BOARD MEETING

Wednesday, September 13, 2023

Regular Session – 5:30PM

Hybrid: In-person and Electronic Meeting via Zoom

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

[Zoom Meeting Access Here](#)

Phone +1 253 215 8782 US (Tacoma)

Meeting ID: 843 8424 5521 Passcode: 246718

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

MEETING MINUTES

BOARD OF DIRECTORS ATTENDANCE: *Chair Joan Starkel, *Barbara Ibrahim, *Maurice Langsev, *Heidi Casper and *Paul May

ABSENT: Dani Cowdrey and Daniel Petke

BOARD OF DIRECTORS ATTENDANCE: *Sue Matters

**In-person attendance*

WELCOME - REGULAR SESSION / PLEDGE OF ALLEGIANCE / ROLL CALL

Board Chair Barb Ibrahim called the meeting to order at 5:30pm followed by the Pledge of Allegiance. Board Secretary noted board member attendance.

NEW BOARD MEMBER WELCOME / OATH OF OFFICE - APPOINTED 509J, POSITION 4

Paul May (Appointed to 509J, Position 4, 2-year term) took the oath of office.

“I Paul May, 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, 509J, Position 4, to the best of my ability, so help me God.”

AGENDA ADOPTION

Board Chair Barb Ibrahim called for a motion to adopt the agenda.

Heidi Casper motioned to adopt the agenda as presented, the motion was seconded by Joan Starkel; motion passed unanimously – **Approved 5/0.**

COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

- **Board and Superintendent Roles and Responsibilities Discussion**

Superintendent Shay Mikalson shared a presentation on the board and superintendent roles and responsibilities and explained the partnership. He introduced the JCESD executive staff and thanked them all for their work. He directed the board members to the JCESD website and explained how to find the policies; he explained the policies online directory and explained that the section A/B are policies of Board Governance and Operations, a good place to start a review for the new board members. He informed the board that JCESD did a policy re-write three or four years ago and the JCESD board of directors also met and prepared the board and superintendent roles and responsibilities a few years ago, this is the document we are working with at this time.

Superintendent Shay Mikalson directed the board to pages 10-11 of the board packet and read through the agreement and explained each item in detail. He also explained there is an action item tonight to discuss, update and/or approve the board operating agreement as presented. He explained that page 12 of the board packet has the board-superintendent goals, and he will bring those to the board in October with updated annual bench marks.

Board Chair Barb Ibrahim called for discussion and asked if there are any questions, she also explained that this is an action item later in the meeting.

Joan Starkel called pointed out #4 of the agreement, explaining the importance that the board chair and/or vice chair work with the superintendent to prepare the agenda each month and the process of recommending agenda items by having at least two board members in agreement to suggest an item and give it to the superintendent and board chair, allowing time for it to be added to the agenda or waiting for the following month.

- **Board Advisor Position Discussion**

Superintendent Shay Mikalson explained that the vacant board advisor position was posted and there are no applicants. There is an action item later in the meeting and the board can decide how they would like to proceed.

- **Recap of OSBA Summer Board Conference**

Maurice Langsev shared his experience at the OSBA Summer Board Conference, a lot of people attended, great food, beautiful facility and so much information – a lot of information to take in as a ‘newbie’. He shared about the keynote speaker and briefly about the policies update. He really enjoyed attending the conference.

Superintendent Mikalson shared that JCESD pays for a service for OSBA to review and share recommended updates of the policies – we receive quarterly updates. He briefly explained the extensive process for policy updates that come to the board for review and approval.

Barbara Ibrahim shared her experience at the conference. She said it was really nice to meet other board members from our region. She said one of the presenters shared a topic on ‘school acceptance’ and she thought to herself, that we don’t want any of our students

to feel EX-cepted, we want them to all feel accepted, that they feel comfortable in our district. She attended sessions about board governance. Some of the take homes for her are, “Robert is here for you – you are not here for Robert.” Referring to Roberts Rules of Order, sharing that we need to make it work for us. A suggestion to write out our motions to make it very clear and easier for the board secretary in the minutes. Another suggestion is round-robin for getting feedback from all board members and that everyone has had an opportunity to provide feedback.

Superintendent Shay Mikalson shared some other opportunities coming up for board members to learn and participate - The Legislative Roadshow at High Desert ESD, October 19, 2023 (5pm, dinner and 5:30pm meeting) and the OSBA Fall Conference in Portland, November 9-11, 2023. He said he will send out board communication, if they are interested please let the board secretary know in order for her to register the group.

- **2023 OSBA Elections Discussion**

August 21 - Opening nomination period

September 22-24 - Officer election for OSBA Board

September 29 - Deadline to submit nominations and resolutions to OSBA

Superintendent Shay Mikalson shared that Laurie Danzuka was recently appointed to the OSBA Central Region Board of Directors position to fill the vacancy left by Patti Norris until the next election period, and the JCSD 509J just nominated her for the position and also nominated Courtney Snead for the Legislative Policy Committee. Superintendent Shay Mikalson explained that others from the region can also be nominated and will be placed on the ballot – there are action items on the agenda this evening for those two positions.

Discussion took place about the OSBA elections, the time commitment for the positions and potential interest.

- **2023-2024 School Start-Up Update**

Superintendent Shay Mikalson shared that we have had a successful start to the year. He wants to credit Manda Currier for filling positions. Discussion took place about enrollment numbers across the region.

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 Wednesday 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, no one signed up to speak and no comments were presented when the board chair presented the opportunity for anyone attending online.

ACTION ITEMS

A. Consent Agenda

1. Approval of **July 12, 2023** Meeting Minutes (*no August meeting*)
2. Personnel (*SLP Allison Young*)
3. Accounts Payable Vouchers
4. Financials

Board Chair Barb Ibrahim called for a motion on the consent agenda.

Heidi Casper noted a correction to the meeting minutes (Page 17 of board packet, page 5 of minutes) in the final vote for JCESD Board Member 509J, Position 4 – Appointment, reads 5/0 and it should read 5/1 as there was one opposition. Board secretary noted the correction.

Heidi Casper motioned to approve the consent agenda with the noted amendment, the motion was seconded by Joan Starkel; motion passed unanimously – **Approved 5/0**.

Joan Starkel expressed thanks for the amazing ending fund balance of 22%.

B. JCESD Board Operating Agreement

Board Chair Barb Ibrahim asked the board if they would like to discuss, update or called for a motion on the JCESD Board Operating Agreement.

Paul May motioned to adopt the JCESD Board Operating Agreement as presented, motion was seconded by Joan Starkel; motion passed unanimously – **Approved 5/0**.

C. Board Advisory Position Appointment

Board Chair Barb Ibrahim called for a motion regarding the vacant board advisory position.

Joan motioned to extend the board advisory position post on the website – open until filled, motion was seconded by Maurice Langsev; motion passed unanimously – **Approved 5/0**.

D. Nomination For OSBA Central Region Board of Directors

Board Chair Barb Ibrahim asked if there is interest in being nominated and called for any nominations. Discussion took place about JCSD 509Js nomination of Laurie Danzuka and the board would like to see her proceed.

There were no nominations presented for the OSBA Central Region Board of Directors.

E. Nomination For Central Region OSBA Legislative Policy Committee Member

Board Chair Barb Ibrahim asked for any interest or nomination. Heidi Casper expressed interest. Discussion took place based on Heidi’s interest on how to proceed. Superintendent Mikalson explained the process and timeline as presented by OSBA.

Joan Starkel nominated Heidi Casper for the OSBA Legislative Policy Committee, motion was seconded by Heidi Casper. The vote resulted in a 3/1 vote, one member abstained (Joan Starkel, Heidi Casper and Barbara Ibrahim voted yay; Paul May voted-nay, and Maurice Langsev abstained) therefore, the motion failed – **Failed 3/1.**

Board Chair Barb Ibrahim thanked Heidi for expressing an interest.

BOARD HIGHLIGHTS

- Chair Barbara Ibrahim shared that she attended the OSBA Summer Conference in Barbie merch due to forgetting her conference attire – the board laughed in response.
- Thanks to all the staff for a great start to 2023-2024.

REMINDERS:

- JCESD Regular Session Board Meeting (5:30PM) – **Wednesday, October 4, 2023.**
- OAESD Governance Council – **November 9, 2023**, 9:30am-noon (via Zoom)
- 2023 OSBA 76th Annual Convention, Portland, OR – **November 9, 2023** (Pre-conference) **November 10-11, 2023** (Conference)– Register NOW (let Tessa know)!

Superintendent Mikalson reminded board members about the Legislative Roadshow at HDESD on October 19, 2023 @5:00pm.

MEETING CLOSURE/ADJOURNED

With no other business presented, Board Chair Barbara Ibrahim adjourned the meeting at 6:27pm.

**DRAFT to Board for Approval at next meeting:
October 4, 2023**

Attest:

Tessa Bailey, Board Secretary

Board Chair Barbara Ibrahim

Superintendent Shay Mikalson

Date

Date