



Jefferson County Education Service District

## BOARD MEETING

**Wednesday, October 4, 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: 811 4699 3478 Passcode: 728911

**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

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## MEETING MINUTES

**BOARD OF DIRECTORS ATTENDANCE:** \*Chair Barbara Ibrahim, \*Joan Starkel, \*Maurice Langsev, \*Heidi Casper, \*Dani Cowdrey, Paul May and Daniel Petke

**ABSENT:** Board Advisor Susan 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.

### WELCOME - REGULAR SESSION / PLEDGE OF ALLEGIANCE / ROLL CALL

### AGENDA ADOPTION

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

Heidi Casper motioned to adopt the agenda as presented, motion was seconded by Dani Cowdrey; motion passed unanimously – **Approved 7/0.**

### COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

- **Board and Superintendent Goals Discussion**

Superintendent Shay Mikalson explained that the board is responsible for adopting policies, setting goals for the board and superintendent, then the team develops plans aligned with those goals, and the board will evaluate his performance based on the

work that has been done. He shared a presentation (pages 4-28 of board packet) explaining, three years ago we started the process of trying to define our work in three main goals:

1. WE PUT KIDS FIRST— The Jefferson County Education Service District (JCESD) will improve students' educational, physical and mental wellbeing in our region.
2. WE TAKE CARE OF EACH OTHER— The JCESD will recruit, support, and retain an outstanding, engaged, professional, and diverse workforce to provide excellent services.
3. WE ARE RESPONSIVE AND INNOVATIVE TO THE NEEDS OF THOSE WE SERVE— The JCESD will be the most effective and sought-after provider and partner of educational services in Jefferson County by being responsive and innovative to those we serve.

Superintendent Shay Mikalson proposed that we keep the same goals but update the benchmarks aligned with each goal. He explained information in his presentation about the Student Investment Account, the Student Success Account, and the expected measurable progress in common metrics of the five-year targets. He explained that Oregon Department of Education is introducing the use of “progress markers”— sets of indicators that identify the kinds of changes we would expect and like to see in policies, practices and approaches over the next three years, that would lead to applicants reaching their longitudinal performance growth targets, and he explained the sixteen areas that will be considered.

Superintendent Shay Mikalson answered board questions about the longitudinal growth targets (page 13 of board packet); how the progress markers were selected (page 15-16 of board packet), and explained that this is separate from the Continuous Improvement Plan (CIP).

Paul May said that he would like to see numbers associated with components shared in the presentation. Joan Starkel suggested using the number of devices assigned from our technology department when providing stats for benchmarks on various departments like technology.

Superintendent Shay Mikalson shared about the work that goes into the Local Service Plan, and the opportunities of being on Governance Counsel or the OAESD cabinet, to have a voice for our local service districts. He explained that page 29 of the board packet condensed the presentation of the goals and benchmarks into one page; this is an action item later in the meeting, and the board will have the opportunity to agree and approve these goals, to get clear on the goals for the year.

- **2024-2025 Local Service Plan Update**

Superintendent Shay Mikalson explained the 2024-2025 calendar (page 30 of the board packet) to develop the Local Service Plan and said there will be an opportunity for two board members to volunteer to help with the LSP document in November.

- **Regional Teacher of the Year – Congratulations**  
Superintendent Shay Mikalson explained the Teacher of the Year process and congratulated Rebecca Brouillard of Culver School District as this year’s Regional (Jefferson County) Teacher of the Year.
- **OSBA Annual Convention (November 9-11, 2023) Portland**  
Superintendent Shay Mikalson explained that the OAESD usually has their meeting during the OSBA Annual Convention, this year it is cancelled, but all board members are still invited to attend the convention. Discussion took place on who will be attending. Board Chair Barb Ibrahim requested that board members confirm with the board secretary final confirmation this week.

**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 meeting and will be read during the public comment section of the virtual meeting. Thank you for your understanding and cooperation.

Board Chair Barb Ibrahim opened up for public comment, asked if there were any sign-ups, anyone online or in-person wishing to speak.

There were no comments submitted.

**ACTION ITEMS**

**A. Consent Agenda**

1. Approval of **September 13, 2023** Meeting Minutes
2. Personnel (if any)
3. Accounts Payable Vouchers
4. Financials

Board Chair Barb Ibrahim called for any questions, comments or a motion on the consent agenda. She asked Superintendent Mikalson for clarification on the financial vouchers, Jim Boen’s position. Superintendent Mikalson explained the contract services for mental health work and professional development through High Desert ESD for that position. Board Chair Barb Ibrahim called for a motion on the consent agenda.

Dani motioned to approve the consent agenda as presented, seconded by Joan Starkel; motion passed unanimously – **Approved 7/0**

**B. Board and Superintendent Goals**

Board Chair Barb Ibrahim called for further discussion or a motion on the Board and Superintendent Goals as they were presented earlier in the meeting.

Dani Cowdrey made a motion to adopt the Board and Superintendent Goals as presented; the motion was seconded by Joan Starkel; motion passed unanimously – **Approved 7/0.**

**BOARD HIGHLIGHTS**

- Congratulations again to Rebecca Brouillard for being the 2023 Regional Teacher of the Year.
- It was noted that Keith Manufacturing worked with JCSD 509J and Culver for internships and has went well. Keith Manufacturing is interested in this keeping the partnership going. Superintendent Shay Mikalson explained the partnership with East Cascade Works and the various community support for this program.

**REMINDERS:**

- OSBA Legislative Roadshow at High Desert Education Service District, Redmond (5:00PM)— **Thursday, October 19, 2023.**
- JCESD Regular Session Board Meeting (5:30PM) – **Wednesday, November 1, 2023.**
- OAESD Governance Council – **November 9, 2023**, 9:30am-noon (via Zoom)
- 2023 OSBA 76<sup>th</sup> Annual Convention, Portland, OR – **November 9, 2023** (Pre-conference) **November 10-11, 2023** (Conference)— Register NOW (let Tessa know)!

**MEETING CLOSURE/ADJOURNED**

With no other business presented, Board Chair Barbara Ibrahim adjourned the meeting at 6:21pm.

**DRAFT to Board for Approval at next meeting:  
November 1, 2023**

**Attest:**

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Tessa Bailey, Board Secretary

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Board Chair Barbara Ibrahim

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Superintendent Shay Mikalson

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Date

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Date