



Jefferson County Education Service District  
**BOARD MEETING**

**Wednesday, January 10, 2024**

**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 253 215 8782 US (Tacoma)  
Meeting ID: 813 9766 5400 Passcode: 131998

Due to inclement weather, this meeting was **Remote Access (via Zoom) ONLY**.

**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

---

## **REGULAR SESSION MEETING MINUTES**

**BOARD OF DIRECTORS ATTENDANCE:** Chair Barbara Ibrahim (Barb), Daniel Petke, Maurice Langsev, Joan Starkel, Paul May, Heidi Casper (*entered meeting at 5:40PM*), and Board Advisor Susan Matters

**ABSENT:** Vice Chair Dani Cowdrey

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

Board Chair Barbara Ibrahim called the meeting to order at 5:31PM followed by the Pledge of Allegiance and board member roll call.

There were intermittent connectivity issues. Technology Director entered phone number in the chat for board members that may need to connect that way. Some board members logged off and reconnected. Board Chair Barbara Ibrahim re-confirmed remote attendance and Board Secretary documented board member attendance prior to the agenda adoption.

### **AGENDA ADOPTION**

Board Chair Barbara Ibrahim asked for any comments or updates to the board agenda; with none, she called for a motion.

Maurice Langsev moved to approve the agenda as presented, seconded by Paul May. Motion passed unanimously – **Approved 5/0** (1 absent, 1 entered meeting late).

## COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

- **JCESD Board Recognition / Appreciation – Proclamation**

Superintendent Shay Mikalson thanked board members for their flexibility to attend the meeting remotely due to the weather conditions. Superintendent Shay Mikalson publicly proclaimed January as school board appreciation month and recognized board members by reading the proclamation on page four of the board packet and informed board members they have a card and a JCESD sweatshirt as a token of appreciation on behalf of Jefferson County ESD staff.

- **Steve Rankin Memorial Grant Recipient Presentation [Reading to animals of Three Rivers Humane Society] – Tracey Sklenar, Buff Elementary**

Superintendent Shay Mikalson introduced Tracey Sklenar, a counselor at Buff Elementary who was a recipient of one of the Steve Rankin memorial grants to present.

Tracey Sklenar thanked the board for approving the grant she received last year, and shared a presentation of Buff students visiting the local animal shelter (Rockn Ez Rescue Ranch) to read to the animals. The goal is to help the students learn how to give back to the community and also have fun. She shared various photos of students reading to the animals and said the students have loved this opportunity, and some students have submitted volunteer forms to volunteer on their free time.

Tracey Sklenar asked board members if they have any questions.

Board Chair Barbara Ibrahim thanked Tracey for presenting, for teaching the students, and asked if she had the opportunity to teach students about spaying and neutering and the importance of preventive care. Tracey Sklenar said she has not, but loves that idea and will add that to her notes to share with the other counselors.

*[There were intermittent sound issues during the question/answer period following the presentation.]*

Paul May asked how many animals got adopted. Tracey Sklenar said there are no more Guinea pigs remaining at the shelter.

Tracey Sklenar said she will send the schedule to the board secretary for the next few months and invited the board members to join the students at the shelter any time.

Heidi Casper said she thinks it is incredible what Tracey is doing and loves the idea of reading to the animals, what a low-risk way of working on reading skills – they won't judge if they get a word wrong, and she loves the spirit of volunteerism.

Tracey Sklenar thanked the board members again for the award she received and the opportunity to present her work this evening.

Board Chair Barbara Ibrahim encouraged Tracey to apply for the grant again and to also inform the others in the building at Buff to apply.

Superintendent Shay Mikalson informed the board that the Steve Rankin memorial grants campaign will be starting up again this spring and the JCESD board will again have the opportunity to review and award applicants from the Jefferson County region.

- **Proposed JCESD 2024-2025 Local Service Plan (LSP)**

<i>Target Dates (Board Meetings):</i>	
<b>JCESD:</b>	<b>January 10, 2024 @5:30pm</b>
<i>Culver:</i>	<i>January 25, 2024 @5:00pm</i>
<i>Ashwood:</i>	<i>February 6, 2024 @5:00pm</i>
<i>JCSD 509J:</i>	<i>February 12, 2024 @7:00pm</i>
<i>Black Butte:</i>	<i>February 13, 2024 @3:30pm</i>

Superintendent Shay Mikalson explained the “meat” of the work we (JCESD) do is reflected in the Local Service Plan. He thanked the executive staff and subcommittee for their review and feedback. He also thanked the component districts’ superintendents who meet monthly throughout the year.

Superintendent Shay Mikalson explained the proposed JCESD 2004-2025 Local Service Plan, (pages 5-17 of the board packet), and provided details on the core services:

- ✓ Services for Children with Special Needs
- ✓ Technology Services
- ✓ School Improvement Services
- ✓ Administrative and Support Services

Superintendent Shay Mikalson explained that this LSP must be approved by the JCESD board of directors and affirmed by at least two-thirds of the JCESD component school district's board of directors representing at least 50 percent of the total number of students enrolled in component school districts of the JCESD. He also noted that this document does not include a budget, the districts will be working with this plan and this spring the component school districts’ boards will be reviewing the budgets that align with these priorities.

Superintendent Shay Mikalson explained that 90% of State School Fund monies received by the JCESD must be spent on services provided directly to component school districts pursuant to OAR 327.019(8), and JCESD has met that obligation as 91% of our district revenues are spent on services and programs for our component districts.

Superintendent Shay Mikalson shared that the LSP review committee had some questions and directed board members to the middle of page five of the LSP document (page 10 of the board packet) and pointed out two categories listed:

1. Grants and Contracts: JCESD receives state, federal, and private foundation grants and contracts to provide services to component and non-component districts.
2. Entrepreneurial Services: JCESD provides services to non-component districts and possible additional services to component districts if the services may provide savings or added value to component districts.

He explained he wants to be very clear that the LSP is dealing with the state dollars that come to us; and then we go back to the school districts, but that is not our only resources. He explained, three years ago (upon his transition as JCESD superintendent) we made a commitment to list all of our resources in this document (LSP) because it provides clarity to the JCESD board of directors and most importantly to the component districts. He emphasized that he wants the board to be clear that they are voting on the Local Service Plan dollars, not on the grants and contracts, and entrepreneurial services – that is separate. He spent time explaining the grants and contracts, and entrepreneurial services and provided details (bottom of page 10 of board packet) related to this work with a link access to the Jefferson County ESD Comprehensive Support Plan.

Board Chair Barb Ibrahim referred to the top of page five of the LSP (page 10 of the board packet) and asked for clarification on the 90% of the State School Fund on the LSP, asking when we have other monies come in, does that 91% only tell us what we are spending from the State School Fund or everything we have spent. Superintendent Shay Mikalson clarified, that is just the State School Fund dollars – which is what the JCESD refers to as our Local Service Plan dollars. It was clarified and noted that the Steve Rankin mini-grants are part of the other 9%.

Superintendent Shay Mikalson further explained the LSP in detail, outlining the services that are funded by the State School Fund - that is what the board is voting on this evening. He explained, for transparency the document includes blue boxes explaining the other services that are funded under the government grants, contracts and entrepreneurial programs. Highlighting that it does not mean that we do these all of the time, but we have been requested to stand ready and serve in these areas as well. To summarize he said the board can look at it as a menu of services as an ESD that we have a capacity and expertise to serve our district and through the budget process we will put dollars down to support these; he explained the *Children with Special Needs* section and used the position of special education director leadership, noting Black Butte and Ashwood as an example, those districts would pay for those services.

Superintendent Shay Mikalson asked the board if there are any questions.

Heidi Casper asked for clarification on JCESD component districts and non-component districts. Superintendent Shay Mikalson clarified that component districts include Ashwood, Black Butte, Culver and 509J; non-component district is just a fancy way of saying outside of our JCESD boundaries.

Superintendent Shay Mikalson confirmed with Director of Special Programs, Manda Currier if he covered what is needed in his explanation of the special services. Manda Currier said the only thing she would add, and noted for the record that the SLP (Speech-Language Pathologists) are also heavily involved in those early childhood special education evaluations.

Advisory Board Member Sue Matters requested clarification referring to page 10 of the board packet, the link to the *Jefferson County ESD Comprehensive Support Plan* in the first section it provides detail about the districts served, and it references the MOU between 509J and the Tribe; was the MOU signed, is the MOU specific to the departments that are mentioned in it, and more specifically, does the MOU define the more specific ESD work. Superintendent Shay Mikalson thanked Sue for the inquiry because the link she referred to is not the most current update. Superintendent Shay Mikalson explained that Jefferson County School District 509J (not the ESD)

and the Tribe have a MOU (not the ESD) and that MOU is expired; there are ongoing conversations on what the next version needs to look like. He corrected the link to reflect the correct information.

Superintendent Shay Mikalson explained the technology support services and thanked David Hicks and Jay Patrick for their hard work and dedication and praised the technology team for the level of support they provide to the district.

Superintendent Shay Mikalson confirmed with Technology Director David Hicks that he covered the services provided by technology and asked the board if they have any questions.

Advisory Board Member Sue Matters asked if technology support has always been part of the ESD. Technology Director David Hicks explained, that the request for support grew – IT started with 509J and the smaller districts started requesting more technology services, in time the tech department (with the exception of the director) moved everything to the ESD. The director is the only tech employee for 509J, and Culver has a tech employee, but the team services everybody (all component districts). Advisory Board Member Sue Matters said the IT Director and team are great – it's amazing; she also said she appreciates him sharing the history.

Superintendent Shay Mikalson explained that the component districts are very pleased with the technology services provided under the Local Service Plan. There is always room for improvement in how we can improve, but in general they are very pleased.

Superintendent Shay Mikalson concluded summarizing the school improvement services, administrative and support services also explaining the government grants, contracts and entrepreneurial services under both categories.

Superintendent Shay Mikalson explained that the ask of the board is to approve the Local Service Plan and then it will be presented for adoption at each of the component districts. He referred to the dates of the scheduled meetings to present the LSP to component districts (page 1, item 3.3 of the board packet) and invited board members to attend any of the meetings, if they would like.

Board Chair Barb Ibrahim asked if the board has any questions or comments.

Joan Starkel apologized as a board member reviewing the LSP that she missed the details of the MOU with 509J and the tribe. She also shared a little history - she believes it was 2002 or 2003 when the ESD took over the technology, when 509J had extreme budget cuts. She thanked Superintendent Shay Mikalson for putting the LSP together.

Board Chair Barb Ibrahim proceeded to the next agenda item.

- **Upcoming 2024-2025 Budget Process**

Superintendent Shay Mikalson directed the board members to page 18 of the board packet and explained the budget calendar; sharing that the first budget committee meeting will be coming up in April.

Board Chair Barb Ibrahim shared that the budget committee meetings typically take place at the 509J board conference room because it will accommodate the size of the budget committee; Superintendent Shay Mikalson confirmed, that will be the case this year as well.

- **2024-2025 Teacher of the Year Nominations**

Superintendent Shay Mikalson explained that teacher of the year nominations is open, and the form can be found on the JCESD website. He briefly shared the teacher of the year process and that the finalist will be notified in the fall of 2024.

#### **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 offered anyone who would like to speak and asked if there were any written comments submitted.

There were no comments submitted.

#### **ACTION ITEMS**

##### **A. Consent Agenda**

1. Approval of **December 6, 2023** Meeting Minutes
2. Personnel (*Jay Patrick, retire/rehire*)
3. Accounts Payable Vouchers
4. Financials

Superintendent Mikalson explained the personnel sheet as part of the consent agenda – Jay Patrick is requesting to retire and be rehired.

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

Paul May made a motion to approve the consent agenda as presented, motion was seconded by Joan Starkel; motion passed unanimously – **Approved 6/0** (1 absent).

**B. Approve 2024-2025 JCESD Local Service Plan**

Board Chair Barb Ibrahim called for a motion to approve the 2024-2025 JCESD Local Service Plan.

Heidi Casper made a motion to approve the 2024-2025 JCESD Local Service Plan as presented, motion was seconded by Daniel Petke and passed unanimously – **Approved 6/0** (1 absent).

**BOARD HIGHLIGHTS**

Board Chair Barb Ibrahim thanked everyone for being willing to pivot and have the meeting remote access only; considering the weather and the safety of everyone attending.

**REMINDERS:**

- JCESD Regular Session Board Meeting (5:30PM) – **Wednesday, February 7, 2024**

Superintendent Mikalson

**MEETING CLOSURE/ADJOURNED**

With no other business, Board Chair Ibrahim adjourned the meeting at 6:37PM.

**DRAFT to Board for Approval at next meeting:**

~~February 7, 2024~~

**March 6, 2024**

**Attest:**

\_\_\_\_\_  
Tessa Bailey, Board Secretary

\_\_\_\_\_  
Board Chair Barbara Ibrahim or  
Vice Chair Dani Cowdrey

\_\_\_\_\_  
Superintendent Shay Mikalson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date