



Jefferson County Education Service District

BOARD MEETING

Wednesday, March 6, 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 +1 253 215 8782 US (Tacoma)

Meeting ID: 845 2931 5253 Passcode: 154064



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), Vice Chair Dani Cowdrey, Daniel Petke, Maurice Langsev, Joan Starkel, Paul May (remote), Heidi Casper, and Board Advisor Susan Matters

ABSENT: None

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. Board Secretary documented board attendance.

AGENDA ADOPTION

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

Daniel Petke moved to approve the agenda as presented, seconded by Dani Cowdrey. Motion passed unanimously – **Approved 7/0.**

COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

Classified Employee Appreciation Week (March 4 – 8, 2024)

Superintendent Shay Mikalson directed board members to page three of the board packet and read the proclamation for classified employees appreciation week. He said we will

provide snacks at the JCESD for the classified employees and we will do so throughout the week.

JCESD 2024-2025 Local Service Plan Final Update!

<u>APPROVED/ ADOPTED BY THE BOARD</u>	
JCESD:	January 10, 2024 @5:30pm
Culver:	January 25, 2024 @5:00pm
Ashwood:	February 6, 2024 @5:00pm
JCSD 509J:	February 12, 2024 @7:00pm
Black Butte:	February 13, 2024 @3:30pm

Superintendent Shay Mikalson said he appreciates not having a board meeting in February, thanked the board for their flexibility and explained that the end of January and in February he attended meetings at the component districts to present the 2024-2025 JCESD Local Service Plan for board adoption/approval. All four districts adopted the LSP, with the final one being Black Butte on February 13, 2024.

[Paul May attending remotely, lost connectivity briefly. It was confirmed he is still in attendance.]

Black Butte School Bond Update

Superintendent Shay Mikalson introduced Daniel Petke (attending in-person) and Jonah Jensen (attending remotely) representing the Black Butte School District and said they will provide an update on the progress of the Black Butte School Bond projects.

Jonah Jensen presented on the Black Butte School Bond projects – he shared a presentation with photos and video; he explained the project timeline schedule, the community meetings, interiors coordination, student engagement, floor plans and the multi-purpose room refinements.

Superintendent Shay Mikalson thanked Jonah and Daniel for providing the presentation on the Black Butte School, and requested that Daniel provide an update about his board position that was brought to his attention earlier in the week.

Daniel Petke explained (personally) he will be leaving his position at Suttle Lake and will most likely be moving to Sisters, which will put him out of the district temporarily, which means he will need to resign from the board when he is out of the district. He explained, it is his understanding, that even if the move was temporary, he will have to be back in the district for one year before he can run for a board position again. Daniel shared, he thinks it may be in May or June, but will keep the board informed, when he knows the details and timeframe. He wanted to let them know because they will have a board vacancy when this takes place.

Board discussion took place about the process when a board member resigns, depending on the timeframe if it will be part of the election process or an appointment. A request was made to have this topic added to the next agenda in order for the board to discuss next steps. Daniel Petke hopes to have more of an update of his situation for the next board meeting.

OAESD Officer Council – Vote/Ballot

Superintendent Shay Mikalson referred to pages 4 & 5 of the board packet and explained the OAESD Officer Council and the ballot for election of the Chair-Elect.

2024-2025 Teacher of the Year Update

Superintendent Shay Mikalson provided a verbal update that the 2024-2025 Teacher of the Year nomination period has ended, notifications have been sent out to five individuals from our district, the deadline for the applications is May and this evening we are asking for board members to be on the blue-ribbon panel for the final process.

Steve Rankin Memorial Mini-Grant Update

Superintendent Shay Mikalson referred to pages 6-10 of the board packet and explained, the annual Steve Rankin Memorial mini-grant period will be starting this month, with the application deadline being May 17, 2024. He explained that the board plays an active role in the process as they will convene in a work session to review the applications, propose the award recipients and corresponding amount for each award, then come together for a final vote on the decision.

Board Chair Barb Ibrahim explained there is home work for board members prior to that work session in order to come to the work session prepared to discuss their considerations for the Steve Rankin awards.

Looking ahead 2024-2025 Board Meeting Schedule/Time/Days Discussion

Superintendent Shay Mikalson explained the proposed JCESD 2024-2025 board calendar provided on page 11 of the board packet.

Board review and discussion took place. Board Chair Barb Ibrahim asked why the April meeting was pushed out to April 9, 2024. Superintendent Shay Mikalson and the board secretary noted that may have been an oversight based on the dates from last year's calendar; they will look into it and make corrections prior to the final proposed draft that will come for board adoption.

Board Chair Barb Ibrahim also asked if there is a reason why the 2025-2026 budget committee meetings are delayed on the proposed calendar. Superintendent Shay Mikalson explained - yes, that later in the meeting the board will see the resignation of CFO Martha Bewley; with this tremendous loss, they feel it is necessary – based on the recommendation from CFO Bewley, to allow more time for the hiring process and transition of a new Chief Financial Officer.

Daniel Petke also noted that it is also a new biennium year and the state will be slow in providing actual 'real numbers.'

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 **January 10, 2024** Meeting Minutes [*no meeting in February 2024*]
2. Personnel (*Resignations*)
3. Accounts Payable Vouchers
4. Financials

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

Superintendent Shay Mikalson recognized those who have submitted resignations on the consent agenda: Martha Bewley, Nancy Anderson, James Mills and Richard Lewis, acknowledging their impact on the JCESD, thanking them for all they have contributed and wishing them well.

Heidi Casper moved to approve the consent agenda, the motion was seconded by Joan Starkel. The motion passed unanimously – **Approved 7/0**.

B. JCESD RENEWALS, NON-RENEWALS, EXTENSION & NON-EXTENSIONS OF CONTRACTS

Superintendent Shay Mikalson explained the JCESD Renewals, Non-Renewals, Extension & Non-Extensions of Contracts, page 38 of the board packet – explaining that it lists

anyone who is licensed, and the obligation to renew their position. Classified individuals are not listed here because they are not licensed staff.

He also explained that Richard Lewis is crossed off the list of renewals because he was part of the list of resignations mentioned and accepted as part of the consent agenda.

Board Chair Barb Ibrahim asked about the one-year contracts and if that is common practice when someone is hired. Superintendent Shay Mikalson asked that HR Coordinator Jayel Hayden speak to that question. Jayel explained that in Oregon, licensed teachers, administrators and licensed staff are probationary for three years, so by statute we just give them a one-year contract during the probationary period. Once they are past that, they are issued a two-year contract if they have successfully made it through the probationary period.

Board Chair Barb Ibrahim called for a motion on the JCESD Renewals, Non-Renewals, Extension & Non-Extensions of Contracts.

Paul May made a motion to accept the JCESD Renewals, Non-Renewals, Extension & Non-Extensions of Contracts as presented, the motion was seconded by Maurice Langsev. Motion passed unanimously – **Approved 7/0**.

C. OAESD OFFICER COUNCIL – VOTE/BALLOT (CHAIR-ELECT)

1. Anna Ali
2. David Dunsdon
3. Other

Board Chair Barb Ibrahim opened the OAESD Officer Council Chair-Elect vote up for discussion; if anyone had thoughts or comments on either candidate.

Discussion took place with thoughts and comments shared about the experience of the candidates and how the experience of each may be applied to the OAESD officer council chair-elect position. The board thought both candidates are qualified for the position but the conversation lead more in favor of Anna.

Joan Starkel nominated Anna Ali for the OAESD Officer Council Chair-Elect, seconded by Daniel Petke. Motion passed with one member abstaining – **Approved 6/0**, (*Heidi Casper abstained*).

Superintendent Shay Mikalson explained to the board that the board secretary will cast the vote online on their behalf.

D. TEACHER OF THE YEAR – APPOINT BOARD MEMBER(S) TO REPRESENT THE BOARD

Board Chair Barb Ibrahim opened the Teacher of the Year, appointment of board member(s) to represent on the Blue-Ribbon Panel as the topic for discussion. She shared that she has been on the panel in the past and it was a good experience.

Joan Starkel expressed interest.

Someone suggested Board Advisor Sue Matters. Sue Matters stated that she does not have a lot of extra time right now and therefore not interested.

Board Chair Barb Ibrahim expressed interest.

Dani Cowdrey made a motion to nominate Joan Starkel and Barbara Ibrahim for the Teacher of the Year, Blue Ribbon Panel representing the JCESD; motion was seconded by Daniel Petke. Motion passed unanimously – **Approved 7/0.**

E. APPOINT BOARD MEMBER(S) FOR BARGAINING

Board Chair Barb Ibrahim requested that Superintendent Shay Mikalson speak to this topic.

Superintendent Shay Mikalson explained that this year, the JCESD bargaining contract is a full reopener. So, language and financials in the contract. It was two years ago that we bargained the current contract. Our Association is represented by our certified staff members, our classified staff are not part of the organization of administrators, but generally speaking in bargaining, how we translate much of the bargaining with that of the teachers/certified staff association is to that of the staff handbook. He shared that the association has not requested to bargain yet, but he can anticipate that it could be occurring in late-April, May and June; again, it has not been calendared. He explained that the executive team will be a part of that, and we always find partnership and strength in having a board member (or two) participate as well.

Ultimately, the agreement is not between him, the exec team and association; the negotiated agreement comes back to the board for final approval, and he has valued and feels it is important to have the board's voice as part of that team. He explained that this is more of a commitment and would anticipate that mid-to-late April there will be a calendar established and would like board participation in this important role.

Board Chair Barb Ibrahim asked Joan Starkel to speak from her experience of being on the bargaining team in previous years.

Joan Starkel said it can be time consuming - so be ready for that. She was on it because she has the financial background and has been in bargaining before. She said that it is

interesting and you learn a lot. It could be stressful at times, but would encourage board members to go through it for the experience.

Superintendent Shay Mikalson explained, regionally they - he, CFO Bewley and legal - will be coming together with others in the region to discuss trends and strategy. He will be able to confirm more details about the process, and who across the region will be bargaining.

Maurice Langsev nominated Paul May. Board Chair Barb Ibrahim asked Paul May if he would be willing to accept the nomination. Paul May confirmed, yes.

Barb asked if anyone else is interested.

Joan Starkel stated – she would like to see the schedule before making a commitment.

Board Chair Barb Ibrahim explained there could be a motion now and once the schedule is available, if someone else expresses interest they can add another.

Joan Starkel stated she would second Maurice Langsev's nomination currently on the table for Paul May to serve on the JCESD Budget Committee. Board Chair Barb Ibrahim called for a vote, and the motion passed unanimously – **Approved 7/0**.

Superintendent Shay Mikalson clarified, he understands there is a request to bring this item back on the agenda in April. The board confirmed, yes; they would like to have this topic again in April.

BOARD HIGHLIGHTS

- Good opportunity to think towards spring.
- Thank you to CFO Martha Bewley for all work and guidance throughout the years; we appreciate her and wish her the best.
- Thank you to Superintendent Shay Mikalson for all the work getting approval on the 2024-2025 JCESD Local Service Plan.

REMINDERS:

- JCESD Regular Session Board Meeting (5:30PM) – **Wednesday, April 3, 2024, 1st BUDGET COMMITTEE MEETING**
- JCESD Regular Session Board Meeting (5:30PM) – **Wednesday, April 10, 2024, 2nd BUDGET COMMITTEE MEETING** *(If Needed)*

- OAESD Spring Conference, Save the Date – **May 8-10, 2024 at Sunriver Resort**
Let the Board Secretary know as soon as possible.

MEETING CLOSURE/ADJOURNED

With no other business, Board Chair Ibrahim adjourned the meeting at @6:51PM.

DRAFT to Board for Approval at next meeting:

April 3, 2024

Attest:

Tessa Bailey, Board Secretary

Board Chair Barbara Ibrahim

Superintendent Shay Mikalson

Date

Date