



Jefferson County Education Service District

BOARD MEETING

Wednesday, July 10, 2024

Hybrid: In-person and Electronic Meeting via Zoom

IN-PERSON LOCATION:

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

[ACCESS ZOOM MEETING HERE](#)

Phone 253 215 8782 US (Tacoma)

Meeting ID: 886 2233 8283 Passcode: 679613

2024/2025 Board Members: Chair Barbara Ibrahim; Vice-Chair Dani Cowdrey; Joan Starkel; Maurice Langsev; Heidi Casper and Paul May

REGULAR SESSION MEETING MINUTES

BOARD OF DIRECTORS ATTENDANCE: Chair Barbara Ibrahim (Barb), Vice Chair Dani Cowdrey, Joan Starkel, Paul May and Heidi Casper (*entered late @5:34pm*),

ABSENT: Maurice Langsev

WELCOME - REGULAR SESSION /BOARD MEMBER ROLL CALL

Board Chair Barb Ibrahim called the meeting to order at 5:30pm, followed by the Pledge of Allegiance. Chair Ibrahim requested a roll call and board secretary noted board member attendance for the record.

Board Chair Barb Ibrahim asked if there are updates or discussion on the agenda, then called for a motion to adopt the agenda.

AGENDA ADOPTION

Joan Starkel made a motion to adopt the agenda as presented, seconded by Dani Cowdrey; motion passed unanimously – **Approved 4/0.**

2024/2025 JCESD BOARD OFFICER NOMINATIONS

Board Chair Barb Ibrahim asked for nominations for 2024/2025 board officers.

- **Board Chair**

Joan Starkel nominated Barb Ibrahim to continue leading as the JCESD Board Chair for another year, Dani Cowdrey seconded the nomination. With no other nominations for

Board Chair a vote was taken and passed unanimously – **Approved 4/0.**

- **Vice-Chair**

Joan Starkel nominated Maurice Langsev for Vice-Chair. With no other nominations for Vice-Chair the nomination was seconded by Paul May; a vote was taken and passed unanimously – **Approved 4/0.**

Heidi Casper joined the meeting remotely @5:34pm.

COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

- **Welcome New FY 2024-2025, Staff**

Superintendent Shay Mikalson introduced the new Chief Financial Officer (CFO) Brad Henry, and Marilee Welch who was hired as an accounting specialist to replace Nancy Anderson's vacant position.

- **Local Service Plan Calendar 2025-2026**

Superintendent Shay Mikalson directed the board to page 3 of the board packet and shared the details of the calendar to develop the FY 2025-2026 Local Service Plan. He explained, during October and November he will be meeting with component districts to get their input, then in November he will be asking two board members to meet with him to review and finalize the document.

- **Budget Calendar for 2025-2026**

Superintendent Shay Mikalson directed the board to page 4 of the board packet and briefly shared the JCESD budget calendar for the 2025-2026 budget.

- **JCESD Board Advisor**

Superintendent Shay Mikalson reminded board members that there is a vacancy for the board advisory position previously held by Sue Matters; the posting has been on the JCESD website and we have not received any applicants to date.

- **Board Position 3, Black Butte**

Superintendent Shay Mikalson informed the board members that the vacancy for the board position 3 (Black Butte) previously held by Daniel Petke has been on the JCESD website and we have not received any applicants to date.

- **Superintendent Evaluation Update – Barb Ibrahim**

Board Chair Barb Ibrahim referred to pages 5-8 of the board packet and thoroughly explained the 2023-2024 Superintendent evaluation and opened up for board discussion.

Board discussion took place. Suggestion was made to eliminate the 'top three' in front of 'priorities for the superintendent to work on in 2024-2025' (page 3 of evaluation);

page 7 of board packet) and also delete the additional general comments section on the document (page 4 of evaluation, page 8 of board packet), because there were no additional comments presented.

- **Marie Glenn Honorary Service Scholarship/Grant Discussion – potential action item**
Superintendent Shay Mikalson explained that he and Board Chair Barb Ibrahim, Director Joan Starkel and Board Secretary Tessa Bailey went to lunch with Marie Glenn to have a conversation about the potential honorary service scholarship/grant opportunity for her 32-34 years of service. He reminded the board that this is not for this year because the budget is already set, but the board can give direction for the 2025-2026 school year. He asked Board Chair Barb Ibrahim and Joan Starkel to share more about what was heard.

Board Chair Barb Ibrahim explained how Marie Glenn is a story teller and likes to have context. Considering her term of service, her heart for the district and the community Marie's desire is to focus on the positive aspects of the community and what draws people here. They discussed the possibility of having the award open to new teachers and specifically focus on special education. Board Chair Barb Ibrahim shared that Marie's message is that she wants the new teachers to not only feel welcomed but also feel supported.

Joan Starkel explained that a conversation took place about possibly incorporating the award communication/application in a welcome letter to new teachers. She explained that an application packet was also discussed but the conversation about how much a new teacher takes on and the probability of overwhelming them with one more thing would not be a positive result. She said Marie Glenn will prepare a personal paragraph to include in a welcome letter.

Superintendent Shay Mikalson said what he heard from Marie was that sometimes the reputation of our county isn't always what she would want – with the years that she has lived here and served in the community, she would like to highlight the positive and focus on welcoming, recognizing and encouraging the educators. A conversation took place about the possibility of an essay application asking the educators things like '*why they chose to work in this community*' - no final decisions were made but the heart of Marie Glenn is to focus on the positive possibilities in education in Jefferson County. Superintendent Shay Mikalson explained that he looked into numbers of newly hired teachers and for the district we would be looking at probably forty to fifty new teachers, it could certainly be more, or less, but for considering a budget the board can expect that as they proceed in their discussion process.

Board Secretary reported that she researched Marie Glenn's service history – she was elected in 1989 and ran through June 30, 2021. She may have been appointed prior to the 1989 election, but these dates were received from county records.

Heidi Casper asked for clarification, if this grant opportunity would be open to all new teachers and if she heard correctly that it would be a welcome and considered in the late fall timeframe.

Board Chair Barb Ibrahim confirmed, yes, and explained that was part of the conversation but nothing was decided – it will be up to the board on how we proceed and the size of the award.

Heidi Casper expressed her concern having been a new teacher and explained that new educators receive so much when they start, there is so much to figure out, they are overwhelmed just trying to access email and other requirements – a mini-grant application could get lost in the shuffle. She suggested possibly having the applications after the winter break or later, or possibly even consider after their first year.

Superintendent Shay Mikalson said he happy to share with regional superintendents on behalf of our board what Marie Glenn’s heart is in this intent, discuss with the CFO what budget opportunities there may be and bring back more of a skeleton, fleshed out for the board to work with as they consider the options.

Board discussion took place about various considerations to include:

- potential budget,
- how the award will be awarded,
- what (if anything) is expected from the recipients after the award
- a ‘welcome wagon’ approach to honor Marie Glenn’s request
- parameters of accountability
- board ethics

Discussion took place about how the Steve Rankin mini-grant process works.

Superintendent Shay Mikalson suggested that he and Board Chair can discuss and bullet some additional thoughts before making any follow-up decisions. Joan Starkel added that getting input from Marie Glenn to add to the thoughts would be helpful.

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.

There were no comments submitted this evening.

ACTION ITEMS

1. CONSENT AGENDA

- 1.1 Approval of **June 5, 2024** Meeting Minutes
- 1.2 Personnel – [Shannon Curley]
- 1.3 Accounts Payable Vouchers
- 1.4 Financials

Superintendent Shay Mikalson noted May financials were provided by Martha, Brad is now on board and will be preparing the financials. He also thanked Manda Currier for her work in hiring quality personnel and explained the new hire, Shannon Curley. It was also noted that we had multiple applications submitted and we are currently fully staffed.

Dani Cowdrey made a motion to approve the consent agenda as presented, the motion was seconded by Joan Starkel; motion passed unanimously – **APPROVED 5/0.**

2. RESOLUTION 25-01, ANNUAL PROCEDURES

Superintendent Shay Mikalson explained that this resolution is the real reason we meet in July; the annual procedures need to be approved for the new fiscal year with all applicable updates – this update includes the new CFO Brad Henry in place of Martha and the auditor’s name was also updated.

Joan Starkel made a motion to approve Resolution 25-01, Annual Procedures, the motion was seconded by Heidi Casper and passed unanimously – **APPROVED 5/0.**

3. DECISION ON BOARD MEMBER, POSITION 3 (IF ANY)

No decision –no action taken.

4. MARIE GLENN HONORARY SERVICE SCHOLARSHIP/GRANT

No decision –no action taken.

5. 2023-2024 SUPERINTENDENT EVALUATION

Board Chair Barb Ibrahim clarified the changes made to the DRAFT 2023-2024 Superintendent Evaluation – eliminating the “top three” of priorities on page three and

deleting the additional comments/feedback section and called for a motion.

Heidi Casper made a motion to approve 2023-2024 Superintendent Evaluation with changes requested by the board; motion was seconded by Paul May and passed unanimously – **APPROVED 5/0.**

BOARD HIGHLIGHTS

- Joan asked the technology team how things are going with Chromebook equipment for the new year. It was shared that the technology team has had some challenges with losing a room, power being out in Culver due to fires and the need to rebuild a server. A lot of activity taking place for the technology team.
- Joan asked Manda Currier how her area is coming along – she said it going 90-miles-an hour, but all good.
- Board Chair Barb Ibrahim stated how she appreciate the new hires.
- Welcome Brad Henry.

REMINDERS:

- Reminder - No meeting in August.
- 2024 OSBA Summer Board Conference – **August 9-11, 2024**, Salem Convention Center
- Next Regular Session Board Meeting (5:30pm) – **Wednesday, September 4, 2024**

MEETING CLOSURE/ADJOURNED

With no further business Board Chair Barb Ibrahim adjourned the meeting at 6:16pm

**Draft to Board for approval at next meeting,
Wednesday, September 4, 2024**

Tessa Bailey, Executive Assistant

JCESD Board Chair

JCESD Superintendent Shay Mikalson

Date

Date