



Jefferson County Education Service District  
**BUDGET HEARING & REGULAR SESSION**

**Wednesday, May 1, 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: 1 253 215 8782 US (Tacoma)

Meeting ID: 822 7524 6092 Passcode: 702123

**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 (Barb), Daniel Petke, Joan Starkel, Paul May (remote), Heidi Casper, Vice Chair Dani Cowdrey (*arrived late*) and Board Advisor Susan Matters

**ABSENT:** Maurice Langsev

### BUDGET HEARING – 5:30PM

Board Chair Barbara Ibrahim called the meeting to order at 5:32pm followed by the Pledge of Allegiance.

Board Chair Barbara Ibrahim explained the purpose of this meeting is to allow the public opportunity for input on the Jefferson County Budget Committee **Approved** Budget [JCESD 2024 2025 BUDGET](#) for the 2024-2025 school year. This budget will be presented to the Jefferson County ESD Board of Directors for board adoption this evening during the regular session.

Board Chair Barbara Ibrahim called for any public comments/input.

There were no comments presented in-person, online via Zoom, or from the embedded link in the agenda to submit comments online.

With no comments presented Board Chair Barbara Ibrahim adjourned the budget hearing at 5:33pm and went immediately into the Jefferson County ESD regular session meeting.

# **REGULAR SESSION MEETING**

*Immediately following the Budget Hearing.*

## **WELCOME - REGULAR SESSION /BOARD MEMBER ROLL CALL**

Board Chair Barbara Ibrahim called the meeting to order immediately following the budget hearing at 5:33pm. Board Chair Barbara Ibrahim requested a roll call of board members and Board Secretary noted board member attendance for the record.

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

## **AGENDA ADOPTION**

Heidi Casper made a motion to adopt the agenda as presented, seconded by Joan Starkel; motion passed unanimously – **APPROVED 5/0** (1 absent, 1 arrived late).

## **COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION**

### **National Teacher Appreciation Week – May 6-10, 2024**

Superintendent Shay Mikalson opened sharing that Teacher Appreciation Week is May 6-10, 2024 and thanked the teachers present at the meeting and in the districts we (JCESD) serve – Madras 509J, Culver, Ashwood and Black Butte and read the Teacher Appreciation Week proclamation, referencing page 4 of the board packet.

*Dani Cowdrey arrived in-person at meeting at 5:39pm.*

### **Steve Rankin Mini-Grants**

Superintendent Shay Mikalson explained the JCESD Steve Rankin mini-grant program started by the JCESD board in remembrance of former Board Member Steve Rankin, active community member and advocate for the children and teachers of Jefferson County. He explained that this year's application process has been opened with a deadline of May 17, 2024, then in June the board will review and score the applications and ultimately decide on the awards for the new year. He then introduced JCMS Science Teacher Jamie Hurd to present along with some of her students on the JCESD Steve Rankin mini-grant that was awarded to her at Jefferson County Middle School.

Jefferson County Middle School teacher Jamie Hurd introduced herself and thanked the JCESD board for the opportunity to present this evening; she introduced her seventh-grade science students and explained to the board that they all have benefited from the Steve Rankin funds. Then, Mrs. Hurd allowed her students to present to the board, on their favorite project that was supported by the funds they also requested funds for the new school year. The students' favorite experiments they shared were: elephant toothpaste, chemical changes in gold pennies, mushroom garden and insect collection. The students also shared an example of their science binders.

Board members asked questions about the projects. Superintendent Mikalson thanked the students for presenting and explained the role of the board in awarding the Steve Rankin grants.

Board members thanked the students, families and teacher for taking the time to attend the meeting.

Board Chair Barbara Ibrahim proceeded to the next agenda item.

### **Daniel Petke (Position 3, Black Butte) Official Resignation**

Superintendent Shay Mikalson explained that all board members received a copy of Daniel Petke's official resignation as JCESD Board Member for Position 3, Black Butte due to a personal move/relocation out of the district. Superintendent Shay Mikalson thanked Daniel for serving and informed the board that later in the meeting they have an action item to declare the vacancy in order to proceed with the process in search of a board member to fill the position and inform the County Clerk.

Daniel Petke shared with the board that he extended his resignation date to May 15, 2024 due to delays in his personal move, and briefly stated the difficulty in finding board members in Black Butte area, but they will continue to get the word out for potential applicants to apply.

Board Chair Barbara Ibrahim thanked Daniel for his service.

### **Board Position 3, Black Butte – Application Update**

Superintendent Shay Mikalson informed the board that the JCESD Board of Directors Application has been posted on the website as they continue the search for Daniel's replacement.

### **Board / Superintendent Goals Update**

Superintendent Shay Mikalson referred board members to page 16 of the board packet and explained the summary of the 2023-2024 Board-Superintendent established goals and in June he will be providing an update of the progress on the benchmarks for the year.

### **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 online or in person this evening.

Board Chair Barb Ibrahim proceeded to the action items on the agenda, and asked for a motion on the consent agenda.

Superintendent Shay Mikalson requested to explain the personnel sheet in the consent agenda, he referred to page 23 of the board packet and explained that the administrative hires (CFO Brad Henry and Accounting Specialist Marilee Welch) are replacing the vacancies after the resignations of Martha Bewley and Nancy Anderson; and the two licensed hires (School Psychologist Kelly Collins and Speech Language Pathologist) are replacing Camraya Jolliff and Darcy Southard.

Board Chair Barb Ibrahim asked if there are any additional comments or questions and called for a motion.

## **ACTION ITEMS**

### **A. CONSENT AGENDA**

1. Approval of **April 3, 2024 Meeting Minutes**
2. Personnel – *[see attached request]*
3. Accounts Payable Vouchers
4. Financials

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

Superintendent Shay Mikalson asked CFO Martha Bewley to walk the board through the resolutions and agreements that follow.

### **B. Resolution 24-02, Adopting the 2024-2025 Budget, making appropriations, imposing and categorizing the tax**

CFO Martha Bewley explained that resolution 24-02 (page 36 of board packet) is to adopt the budget that was approved by the budget committee and now it is the Board's responsibility to adopt the budget that has been approved and at the same time impose the tax and categorize the tax - this is what we will submit to the County in order to levy the taxes that we will need to support the following school year's budget.

Board Chair Barb Ibrahim asked if there have been any changes in the tax rate. CFO Bewley clarified, you can levy less than what you have been approved, but you cannot levy any more – in order to levy more you would have to go out to voters to approve that.

Board Chair Barb Ibrahim called for a motion.

Joan Starkel made a motion to approve Resolution 24-02, Adopting the 2024-2025 Budget, making appropriations, imposing and categorizing the tax as presented, motion was seconded by Heidi Casper; motion passed unanimously – **APPROVED 6/0 (1 absent)**.

Board Chair Barb Ibrahim proceeded to the next agenda item and referred the board to page 37 of the board packet.

CFO Martha Bewley explained the three following memorandum of agreements (pages 37-41 of board packet) are for services provided outside of the Local Service Plan's core services; these are the additional services that have been budgeted for in the 2024-2025 budget – these are additional services that the JCESD will be providing to JCSD 509J, to Ashwood, and to Culver.

**C. JCESD and JCSD 509J Memorandum of Agreement for Services, 2024-2025**

Joan Starkel asked what is CrowdStrike (page 37 of board packet) on the list of services provided to 509J.

David Hicks and Martha Bewley explained that CrowdStrike and Aruba are new in this agreement. Superintendent Shay Mikalson explained the memorandum of agreement in more detail and explained that by law the school districts are required to provide Early Intervention/ Early Childhood Service Education Evaluations (EI/ECSE) and we have kept the rate flat for a number of years, and we had conversation with all of our component districts about the need to increase that, this still does not even cover the staffing costs and other costs that go with it, but the partners all said yes. Superintendent Shay Mikalson also shared that although enrollment rates may be static in Jefferson County, our identification rate is dramatically increasing and is one of the tension points in our budget. He explained, for example the number of kindergarteners that have been identified for services have doubled from last year; we are looking at the data and how to deal with that, but it is a strain on the budget.

Heidi Casper, this being her first year on the board asked about the software rates. Superintendent Shay Mikalson clarified that our districts have said when we broker an agreement at the ESD level, it is more cost effective for the districts and he asked that Martha and David cover the details of the software noted on this agreement.

IT Director David Hicks explained that the component districts pay for a percentage of the cost for the software features that are provided centrally by the JCESD and he explained each individual software listed on the memorandum of agreement:

- Destiny Software is a library system used in Culver and 509J.
- Light Speed Software Internet security system primarily used by 509J and Culver.
- Aruba Application is a virus controlling software.
- CrowdStrike Application is required by our cybersecurity insurance.

Superintendent Shay Mikalson explained the .20 FTE Federal & State Initiative Specialist, as being the work that Stefanie Garber and Sue Taylor are doing.

Board Chair Barb Ibrahim called for a motion.

Heidi Casper made a motion to approve the JCESD and JCSD 509J Memorandum of Agreement for Services, 2024-2025, the motion was seconded by Joan Starkel; motion passed unanimously – **APPROVED 6/0** (1 absent).

#### **D. JCESD and Ashwood School District - Memorandum of Agreement, Teacher Evaluation Services 2024-2025**

Superintendent Shay Mikalson explained that this year Ashwood did not have elementary students onsite at their building, they had middle school and high school students mainly going to Culver and other school districts; but this year they have requested this agreement again because they are anticipating a student or two and we have provided evaluations of that teacher – because they do not have an administrator on staff, this is required and they have asked that we have it in place in hopes that they will have a teacher in place. Manda Currier will provide this service. He reminded the board this was in place this year but it did not get executed.

Discussion took place about the Ashwood agreement. CFO Martha Bewley informed the board that the amount (\$2,950) includes the associated payroll costs as well, it is not the amount Manda will receive.

Board Chair Barb Ibrahim called for a motion.

Dani Cowdrey made a motion to approve the JCESD and Ashwood School District - Memorandum of Agreement, Teacher Evaluation Services for 2024-2025, the motion was seconded by Joan Starkel; motion passed unanimously – **APPROVED 6/0** (1 absent).

#### **E. JCESD and Ashwood School District - Memorandum of Agreement, Fiscal Processing 2024-2025**

Board Chair Barb Ibrahim referred to page 40 of the board packet. CFO Martha Bewley explained that historically Ashwood was using QuickBooks to process all of their financial information and they were able to piggyback under the financial service license

under the ESD in order for us to provide the services they need. It is a nominal fee, but we have to charge for the fiscal processing fee.

Board Chair Barb Ibrahim called for a motion.

Dani Cowdrey made a motion to approve the JCESD and Ashwood School District Memorandum of Agreement for Fiscal Processing for 2024-2025, motion was seconded by Heidi Casper; motion passed unanimously – **APPROVED 6/0** (1 absent).

**F. JCESD and Culver School District #4 - Memorandum of Agreement for Services, 2024-2025**

Superintendent Shay Mikalson reminded board members that all of the items listed on this MOA are ones that were spoken to previously on the 509J agreement. Board Chair asked if the amounts are pro-rated. Superintendent Shay Mikalson confirmed, yes. IT Director David Hicks informed the board, the only exception is that Destiny Software is not pro-rated, the rate is based on the features that each district use.

Board Chair Barb Ibrahim called for a motion.

Heidi Casper made a motion to approve the JCESD and Culver School District #4 - Memorandum of Agreement for Services, 2024-2025, motion was seconded by Dani Cowdrey; motion passed unanimously – **APPROVED 6/0** (1 absent).

**G. Resolution 24-03, To create a budget and spending authority for the Teacher Apprenticeship Grant**

Superintendent Shay Mikalson explained Resolution 24-03 - this is a new grant that came after our last budget process, he asked CFO Bewley to speak about what the request in respect to the spending authority requires, and explained that this grant provides resource to 509J School District to allow a teacher apprenticeship grant that allows salary for a teacher apprentice, schooling fees for that person for next steps as far as licensure; for us it is a pass through resource, but we do not have spending authority to do that passthrough. CFO Bewley concluded that is correct, we do not have spending authority to spend that money so essentially we are requesting to recognize that as revenue so we can pass through the dollars to 509J through this resolution.

Discussion took place about how that money would be spent and the type of teacher.

Superintendent Shay Mikalson explained that this was opened up at the state level and entities could apply; at the time each entity could only apply for one and at the time 509J already had one and there was another interest for another person for special education. Dani Cowdrey clarified – so, 509J requested JCESD to pursue this on their behalf. Superintendent Shay Mikalson confirmed, yes that is correct.

Board Chair Barb Ibrahim called for a motion.

Heidi Casper made a motion to approve Resolution 24-03, To create a budget and spending authority for the Teacher Apprenticeship Grant, motion was seconded by Dani Cowdrey; motion passed unanimously – **APPROVED 6/0 (1 absent)**.

**H. Declare Board Position Vacancy (Position 3, Black Butte)**

Board Chair Barb Ibrahim called for a motion to declare Daniel Petke’s position a vacancy effective May 15, 2024.

Joan Starkel made a motion to declare Board Position 3, Black Butte a vacancy effective May 15, 2024 following Daniel Petke’s resignation, motion was seconded by Dani Cowdrey; motion passed unanimously – **APPROVED 6/0 (1 absent)**.

Joan Starkel requested to ask a question regarding the financial report in the consent agenda for clarification, request was granted. She said she noticed we are a little behind on the services provided to local districts and asked if we just billing them, or do we wait until the end of the year. CFO Martha Bewley responded to clarify that they are not posted until we receive the payment. Joan Starkel thank CFO Bewley for clarification.

Board Chair Barb Ibrahim proceeded to the next agenda item.

**BOARD HIGHLIGHTS**

- Child abuse prevention month – you may have noticed blue pinwheels around town.

**REMINDERS:**

OAESD Spring Conference, Save the Date – **May 8-10, 2024 at Sunriver Resort**  
Next Regular Session Board Meeting (5:30pm) – **Wednesday, June 5, 2024**

**MEETING CLOSURE/ADJOURNED Draft to Board for approval at next meeting,  
Wednesday, June 5, 2024**

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Tessa Bailey, Executive Assistant

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JCESD Board Chair Barbara Ibrahim

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JCESD Superintendent Shay Mikalson

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Date

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Date



# PHOTOS FROM THE EVENING



JCMS Science Teacher Jamie Hurd and student from science class presenting as a recipient of one of the 2023-2024 Steve Rankin Memorial grant awards.