



Jefferson County Education Service District

BOARD MEETING

Wednesday, September 4, 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: 890 2508 0135 Passcode: 870102



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

REGULAR SESSION MEETING MINUTES

BOARD OF DIRECTORS ATTENDANCE: Chair Barbara Ibrahim (Barb), Vice Chair Maurice Langsev, Dani Cowdrey, Paul May and Heidi Casper

ABSENT: Joan Starkel

WELCOME - REGULAR SESSION / PLEDGE OF ALLEGIANCE /BOARD MEMBER ROLL CALL

Board Chair Barbara Ibrahim called the meeting to order at 5:30pm followed by the Pledge of Allegiance. Board member attendance was noted for the record.

AGENDA ADOPTION

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

Dani Cowdrey made a motion to adopt the agenda as presented, seconded by Maurice Langsev. Motion passed unanimously - **APPROVED 5/0.**

COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

- 2024-25 School Start-up Update

Superintendent Shay Mikalson thanked the administrative team for all the work they did throughout the summer; he said there was a lot of work that took place for staffing, retention and placement – he is very pleased with the team we have and would like to recognize them publicly.

- 2024-25 Board Goals

Superintendent Shay Mikalson directed board members to page three of the board packet to present on the proposed goals and bench marks for the year as well as the board operating agreement. He explained that the goals were discussed and approved when he became the superintendent, and the benchmarks were reviewed a year ago; some of the benchmarks will be similar and some have been changed. These benchmarks are used in their review of him as a superintendent. Superintendent Shay Mikalson thoroughly explained each goal and proposed benchmarks with a PowerPoint presentation.

Superintendent Shay Mikalson asked if there are any questions.

Discussion took place about the proposed changes. Dani Cowdrey asked about the specific language changes to the benchmarks compared to last year. Superintendent Shay Mikalson explained that the first benchmark under number one is the same; the second one under number two is the same, and both are the same under number three. He explained to the board that they don't have to make a decision today but there is an action item if they choose to vote on them this evening.

- 2024-25 Board Operating Agreement Discussion

Superintendent Shay Mikalson explained that the Board Operating Agreement has no changes from what the board approved a year ago. These are all from policy, there was a lot of discussion and work on them when he first became the superintendent and the board felt that it covered their agreement well. He explained, it is still open for discussion if the board would like, but is also on the action items if the board feels it is fine to proceed, as this agreement has been helpful.

- OSBA Elections – Nominations are Open!

Superintendent Shay Mikalson explained that nominations are open for the OSBA Board of Directors, Position 3 (Central Region) currently held by Laurie Danzuka. He explained that Laurie stepped into that seat after a vacancy left by someone from Crook County, so now she would need to run again. Laurie is interested in running again and they are welcome to nominate her again, or they are welcome to nominate others as well. This is also an action item later in the meeting.

- Proposed OSBA Policy Updates, April 2024–1st Read

1. IGBAF – Special Education – Individualized Education Program (IEP)
2. IGBAF-AR - Special Education – Individualized Education Program (IEP)
3. GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements [Note: this is 2 policies (the same) updated in section G (personnel) and J (students)]
4. GBNAB/JHFE-AR(1) – Suspected Abuse of a Child Reporting Requirements [Note: this is 2 ARs (the same) updated in section G (personnel) and J (students)]
5. GBN/JBA – Sexual Harassment Note: this is 2 policies (the same) updated in section G (personnel) and J (students)]

Superintendent Shay Mikalson explained that JCESD pays for a service through OSBA that their legal team reviews policies based on the legislative process and proposes updates based on the changes in the law. This proposed OSBA policy update is presented as a first read which will allow board members to review and ask questions in this process, and will be brought for a second and final review next month. He explained the proposed policy updates and provided the legal summary on each one presented. He reminded board members this is a first read and they can take time to review and ask questions and bring back any of them for discussion but they have been reviewed by an experienced OSBA legal team; there were other policy updates in the OSBA packet, but these are the policies that are required as part of the proposed packet.

- Steve Rankin Mini-Grant Recipients Update

Superintendent Shay Mikalson updated the board on the Steve Rankin Mini-Grant process. He reminded the board that there were a few applications that they requested to have the IT director David Hicks review; he confirmed that was done and they were clear to proceed. Superintendent Shay Mikalson asked the board secretary to provide an update on the current status of the Steve Rankin grant process. She explained to the board that all award letters have been sent and there has been great response, some of the recipients have already started to place their orders.

- Marie Glenn Honorary Service Scholarship/Grant Discussion

Superintendent Shay Mikalson explained that there was some information in the previous month's minutes about the discussion that took place with Marie Glenn about her mission and vision for the honorary service award the board is considering. There is not much of an update, other than he and the board secretary will be reaching out to Marie Glenn to get further direction/thoughts on her vision.

Board discussion took place about the potential process, including information or examples of new teacher posts recently made by the 509J communications director; whether gift cards could be given to the recipients for them to purchase what they want; a survey to find out what new teachers can use, targeting what new teachers need; the potential of including community partners to contribute to the awards and the potential of having the awards be open to new teachers in their second year. Superintendent Shay Mikalson said he will make a commitment to reach out to Marie Glenn and bring more information to a future meeting, we do have time as we plan for this and prepare a system that is doable and sustainable.

- Board Position 3, Black Butte, Update

Superintendent Shay Mikalson shared there have been no applicants for the board, position 3, Black Butte.

- OSBA Summer Board Conference Update

Superintendent Shay Mikalson asked Board Chair Barb Ibrahim if she would like to give an update as she was one that attended the OSBA Summer Board Conference.

Board Chair Barb Ibrahim shared that she focused on the various caucuses. She attended the OSBA Color Caucus with Laurie Danzuka, she enjoyed learning more about it and encourages everyone to go to the website to learn more. She also learned more about the OSBA Oregon Rural School Board Member Caucus, which the JCESD is eligible to become a part of. Board Chair Barb Ibrahim also said she learned more about the Oregon LGBTQIA2S+ School Board Members Advisory Committee, she thinks it is important to learn more about what is offered. She also attended one session on board leadership – overall her experience at the summer conference was good, she enjoyed sitting with Laurie Danzuka and she encouraged board members to learn more by going to the OSBA website and read about these caucuses.

Superintendent Shay Mikalson shared about the OSBA Annual Convention coming up in November and asked board members to look for information the board secretary will be sending out regarding attendance so she can get them registered and reserve rooms as soon as possible.

Board Chair Barb Ibrahim proceeded to the next agenda item.

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 1:00pm on the day of the board meeting and will be read during the public comment section of the virtual meeting. Thank you for your understanding and cooperation.

No comments were submitted in-person or online this evening.

There were no comments submitted.

ACTION ITEMS

1. CONSENT AGENDA

- 1.1. Approval of July 10, 2024 Meeting Minutes *[no meeting in August]*
- 1.2. Personnel (if any) - NONE
- 1.3. Accounts Payable Vouchers
- 1.4. Financials

Superintendent Shay Mikalson requested CFO Brad Henry speak about the financials as his first report as the new CFO. He also said a board member has asked for information regarding the PGE utilities value on property taxes, and if it works for the board at this time, CFO Henry can provide a brief summary about that as well.

CFO Brad Henry explained the financial report provided in the board packet as part of the consent agenda. He explained that this report is trying to cover two years, the finals from last year (2023-2024), the books are essentially closed, the audit is scheduled for October, it won't be finalized until later this year and they will get a report on that as soon as it is final; he is also covering the 2024-2025 initial start-up report, he likes to wait until we pay all of our employees the first time to actually dive into see what the year will look like. He explained what he does as part of his report is, he will pull information from the start date and project out through the end of the year. The format is simple but high-level, breaking out the revenue, interest earnings and any other revenues; expenditures (payroll and employee benefits) and other expenditure line items and where we project to end the year. He explained that we are using some of the reserves (page 41, top line, middle column) as planned / projected and each month they will get more of a refined look in the financial reports.

CFO Brad Henry also took some time and explained the PGE utilities value on property taxes that has been an important topic in the media. He will talk to the auditors how to account for this and the best way to report it.

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

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

2. 2024-2025 BOARD GOALS

Board Chair Barb Ibrahim opened this topic (2024-2025 Board Goals) to board discussion.

Paul May said he thinks the board goals are well done, we have good leadership and he doesn't see a need for any changes.

Board Chair Barbara Ibrahim agreed, and with no other comments from board members she called for a motion.

Paul May made a motion to approve the 2024-2025 Board Goals, motion was seconded by Maurice Langsev; motion passed unanimously – **APPROVED 5/0.**

3. BOARD OPERATING AGREEMENT

Board Chair Barbara Ibrahim asked for clarification on Roles & responsibilities (#3), asked if she would need permission prior to talking to the press. Superintendent Shay Mikalson clarified that the Board Chair is delegated as the spokesperson on behalf of the board on issues that they have already discussed; if the board chair thinks there is another member that is more knowledgeable on a specific topic she can request that person speak on the board's behalf.

Board Chair Barbara Ibrahim opened for further discussion or questions, with none presented she called for a motion to approve the Board Operating Agreement.

Dani Cowdrey made a motion to approve the Board Operating Agreement for 2024-2025, seconded by Heidi Casper; motion passed unanimously – **APPROVED 5/0.**

4. OSBA BOARD NOMINATIONS

Board Chair Barbara Ibrahim opened the OSBA Board, position 3 (Central Region) for discussion or nominations.

Discussion took place about the nomination process.

Paul May nominated Heidi Casper. Heidi Casper declined the nomination due to her personal schedule and in her opinion, Laurie Danzuka does a great job.

Board Chair Barbara Ibrahim nominated Laurie Danzuka, seconded by Heidi Casper. Three board members abstained (Dani Cowdrey, Paul May and Maurice Langsev) therefore the nomination did not move forward – 3 members abstained / 2 voted - **DID NOT PASS.**

BOARD HIGHLIGHTS

- Start of new school year – Heidi Casper said it was great.
- Heidi Casper recognized Barb Ibrahim – she saw her interviewed on a local news story and thought she did a great job – very cool.

REMINDERS:

Next Regular Session Board Meeting (5:30pm) – Wednesday, October 2, 2024

2024 OSBA Annual Board Conference – November 7-9, 2024, Portland Marriott Downtown Waterfront

MEETING CLOSURE/ADJOURNED

With no further business, Board Chair Barbara Ibrahim adjourned the meeting at 6:29pm

Draft to Board for approval at next meeting,
Wednesday, October 2, 2024

Tessa Bailey, Executive Assistant

JCESD Board Chair Barbara Ibrahim

JCESD Superintendent Shay Mikalson

Date

Date