



Jefferson County Education Service District

BOARD MEETING

Wednesday, January 8, 2025

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: 876 8173 6589 Passcode: 611959



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, Heidi Casper and Paul May

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 and roll call; Board Secretary noted board member attendance for the record.

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

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

AGENDA ADOPTION

Dani Cowdrey made a motion to adopt the agenda as presented, motion was seconded by Maurice Langsev; motion passed unanimously – **APPROVED 5/0** (1 absent).

COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

- **School Board Appreciation and Proclamation**

Superintendent Shay Mikalson read a proclamation to honor the service of the JCESD board members, emphasizing their role in meeting diverse education needs.

- **Audit Report, Fiscal Year Ending 2024 –CFO Brad Henry**

Superintendent Shay Mikalson introduced CFO Brad Henry to present the Audit Report and confirmed the auditor (Kristen Barrett) was present remotely/online (via Zoom).

CFO Brad Henry directed board members to pages 6-79 of the board packet and introduced Kristen Barret, Sensiba, LLP who was the lead auditor for JCESD this year. CFO Brad Henry directed board members to page 13 of the board packet for the beginning of the financial report. The Independent Auditor's Report (within the financial reporting package) is on page 17 of the board packet and includes the following:

- Opinions
- Basis for Opinions
- Responsibilities of management for financial statements.
- Auditors' responsibilities for the audit of financial statement.
- General Accepted Accounting Standards (GAAS).
- Required Supplementary Information.
 - Important - management's assessment and analysis. A great place to start for bite-size information.
 - Budget to actuals, required by Oregon Law
- Other Information Included in the Annual Report – debt service fund, ODE schedules; information that not required by professional standards but may be required by others.
- Report on Other Legal and Regulatory Requirements.
- Prior Year Summarized Information.
- Additional Report (non-financial report) – Required by the Oregon Secretary of State.

CFO Brad Henry explained, there was one instance of non-compliance. Last year, we had two grants that came in, when we brought it to the board to increase our budget to allow us to use those grants, we were required to post a notice in the newspaper prior to that, and we didn't. We missed that step. He said that he does not expect to have something like that happen again, they have a checklist they will work from.

CFO Brad Henry closed by explaining that there is a lot of information in this report, he pointed out the important points - we are within the budget that was adopted and he showed the current status of our reserves. Brad asked Kristen Barret if she has anything to add to the report.

Kristen Barrett said she had nothing to add, she feels Brad covered the report well. She reiterated the clean opinion and the seamless transition of the new CFO (Brad Henry).

CFO Brad Henry said he appreciates the financial oversight and the role of the auditors in verifying information.

Superintendent Shay Mikalson thanked CFO Brad Henry for his leadership and Kristen Barret and the Sensiba team for their work. He let board members know, if they have questions and they want to speak directly to the auditor they can reach out to the board secretary or himself we will provide them with the contact information.

Superintendent Shay Mikalson asked if there are any questions. No questions were presented.
[Kristen Barret exited the meeting @5:47pm]

- **Proposed JCESD 2025-2026 Local Service Plan - Action Item**

Superintendent Shay Mikalson presented the JCESD 2025-2026 Local Service Plan and explained that he will be presenting at each of the component districts board meeting at the end of January and throughout the month of February. He explained one edit to the list of dates on the agenda, we will not be presenting this next Monday at the 509J board meeting, but it'll be on February 10; the other dates are accurate: JCSD 509J, ~~January 13, 2025~~ February 10, 2025; Culver, January 30, 2025; Black Butte, February 11, 2025 and Ashwood, February 13, 2025. He shared, there is always an extended invitation if a board member wants to join him at any of those meetings, they are always welcome.

Superintendent Shay Mikalson directed board members to pages 80-93 and explained that the LSP includes services for children with special needs, technology services, school improvement services, and administrative services. He thanked the team (reflected on page 83) for their hard work, and explained, (on page 85), shows the last audited expenditures related to the previous plan, and by law, we have 90% of our resources go to services that our four components, school districts said yes to in this menu, and explained, you can see that we actually had 100% of that go towards those services because, we have offset much of our administrative costs (like his salary, and parts of the CFO's) through grants and other aspects, so those services go directly to students.

A brief discussion took place on the approval process for the local service plan and the involvement of component school districts. Superintendent Shay Mikalson welcomed any questions and explained that he shared the highlights, and the importance of grants and district purchases in providing additional services. He explained, the JCESD Local Service Plan is part of the action items later in the meeting for the board to take action before they present to the component districts.

- **Appoint Ashwood and 509J Budget Committee Members - Action Item**

Superintendent Shay Mikalson explained the need for the JCESD board to appoint the proposed Ashwood (Lynnsay Jacobs) and 509J (Jacob Struck, Regina Mitchell and Simon White) budget committee members to the JCESD Budget Committee as part of an action item later in the evening.

- **Steve Rankin Memorial Grant Change Request – Cierra Tigard (Culver High School)**

The board discussed the request submitted by Cierra Tigard, Science Instructor to change the purchase items for her Steve Rankin mini-grant award from the lawn bowling set and trundle wheel to Texas Instruments – TI-30SX Calculators. Topic was tabled for further discussion during the action items.

- **Marie Glenn Honorary Service Scholarship/Grant DRAFT Online Nomination Form**

Superintendent Shay Mikalson directed board members to pages 99-100 of the board packet and said, generally speaking, he heard strong consensus from the board that we are on the right direction regarding the Marie Glenn Honorary Service Scholarship/Grant. The plan would be following this meeting, if there are not any requested changes, meet with Marie, share it with her, and then again, bring that forward to the board to finalize after that conversation. Tonight, we are just following up on what was promised in December.

- **Proposed OSBA Policy Update - November 2024 [2nd & Final Read]**

AC – Nondiscrimination and Civil Rights, Required

JHCD - Medications**/*, Required, New Not required for our ESD

JHCD/JHCDA - Medications**/*, Delete Not required for our ESD to include existing ARs that are not required or out of date

- **Proposed OSBA Policy Update - December 2024** *[1st Read, or Final Read]*
GBNAA/JHFF – Suspected Sexual Conduct with Students and Reporting Requirements [NOTE: 1 policy, 2 areas – Staff & Students]

Superintendent Shay Mikalson directed board members to pages 101-135 and explained the final read of the proposed OSBA policy updates (November) that was brought to the board back in December and the proposed OSBA policy update (December 2024) with a minor change that is brought to them to take action on this evening. He explained that the board secretary included a summary (page 101 of the board packet) that summarizes the updates.

With no questions about the proposed OSBA Policy updates, Board Chair Barbara Ibrahim proceeded to the next agenda item and asked if there are any comments written or from those present at the meeting.

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 [the date of the board meeting] and may be read during the public comment section of the virtual meeting. Thank you for your understanding and cooperation.

There were no comments submitted.

Board Chair Barbara Ibrahim proceeded to the action items.

ACTION ITEMS

5.1 CONSENT AGENDA

- 5.1.1 Approval of **December 4, 2024** Meeting Minutes
- 5.1.2 Personnel (if any)
- 5.1.3 Accounts Payable Vouchers
- 5.1.4 Financials

Paul May made a motion to adopt the consent agenda as presented, motion was seconded by Heidi Casper; motion passed with unanimous approval – **APPROVED 5/0.**

5.2 APPROVE JCESD 2025-2026 LOCAL SERVICE PLAN

Heidi Casper made a motion to approve the JCESD 2025-2026 Local Service Plan, motion was seconded by Dani Cowdrey; motion passed unanimously – **APPROVED 5/0.**

5.3 APPOINT ASHWOOD AND 509J BUDGET COMMITTEE MEMBERS

- 5.3.1 Lynnsay Jacobs, Ashwood (Position 1)
- 5.3.2 Jacob Struck, 509J (Position 4)
- 5.3.3 Regina Mitchell, 509J (Position 6)
- 5.3.4 Simon White, 509J (Position 7)

Maurice Langsev made a motion to appoint the Ashwood (Lynnsay Jacobs) and JCSD 509J (Jacob Struck, Regina Mitchell and Simon White) members to the JCESD Budget Committee, motion was seconded by Heidi Casper; motion passed with unanimous approval – **APPROVED 5/0**.

5.4 2024 STEVE RANKIN MEMORIAL GRANT AWARD CHANGE REQUEST – *Cierra Tigard*

Further Board discussion took place regarding the request submitted by Cierra Tigard, Science Instructor to change the purchase items for the Steve Rankin mini-grant award from the lawn bowling set and trundle wheel to Texas Instruments – TI-30SX Calculators. Conversation ranged from the vast difference in the items and the greater purpose of use to support her; it takes away from the innovation if awardees request changes after-the-fact; although the request is for the same amount of money, the requested items is a big change; and some thought the applicant should submit a new application.

Maurice Langsev motioned to approve the request as submitted. There was not a second to further the motion. Heidi Casper made a motion that the JCESD board request that the applicant fill out a new application and table for a future time, motion was seconded by Dani Cowdrey. The motion failed with a vote of 3/2 – [yay votes – Heidi Casper, Dani Cowdrey & Barb Ibrahim; nay votes – Maurice Langsev and Paul May] – **MOTION FAILED 3/2** (one absent).

Board members requested communication go to Cierra Tigard with a reminder that the original award purchase remains open until the end of June 2025. If it is not utilized the funds will be rolled over into next year's awards and she is always welcome to apply for next year's awards.

5.5 OSBA POLICY UPDATE - NOVEMBER 2024 [2nd & Final Read]

- 5.5.1 AC – Nondiscrimination and Civil Rights, Required
- 5.5.2 JHCD - Medications**/*, Required, New **Not required for our ESD**
- 5.5.3 JHCD/JHCDA - Medications**/*, Delete *to include existing ARs that are not required or out of date*

Dani Cowdry motioned to adopt the policy updates (AC – Nondiscrimination and Civil Rights, Required; JHCD – Medications - not required for our ESD and JHCD/JHCDA – Medications, to delete) as presented, motion was seconded by Maurice Langsev; motion passed with unanimous approval – **APPROVED 5/0**.

5.6 OSBA POLICY UPDATE - DECEMBER 2024 [1st Read, or Final Read] -(Potential Action)

- 5.6.1 GBNAA/JHFF – Suspected Sexual Conduct with Students and Reporting Requirements [NOTE: 1 policy, 2 areas – Staff & Students]

Dani Cowdry motioned to adopt the policy update (GBNAA/JHFF – Suspected Sexual Conduct with Students and Reporting Requirements [NOTE: 1 policy, 2 areas – Staff & Students]), the motion was seconded by Maurice Langsev; motion passed with unanimous approval – **APPROVED 5/0**.

BOARD HIGHLIGHTS

No highlights presented.

REMINDERS:

No Board Meeting in **February 2025** (LSP visits to component districts)

Next Regular Session Board Meeting (5:30pm) – **Wednesday March 6, 2025**

National School Counseling Week - **February 3-7, 2025**

National SRO Appreciation Day - **February 15, 2025**

MEETING CLOSURE/ADJOURNED

With no further business, Board Chair Barbara Ibrahim adjourned the meeting at 6:18pm.

**Draft to Board for approval at next meeting,
Wednesday, March 5, 2025**

Tessa Bailey, Executive Assistant

JCESD Board Chair Barbara Ibrahim

JCESD Superintendent Shay Mikalson

Date

Date