



Jefferson County Education Service District

BOARD MEETING @5:30PM

Wednesday, July 16, 2025

Hybrid: In-person and Electronic Meeting via Zoom

IN-PERSON LOCATION:

Jefferson County ESD
295 SE Buff Street, Madras, OR 97741

[ACCESS ZOOM MEETING HERE](#)

Phone 253 215 8782 US (Tacoma)
Meeting ID: 860 2321 1040 Passcode: 056188



2025/2026 Board Members: Barbara Ibrahim; Maurice Langsev; Dani Cowdrey; Joan Starkel; Heidi Casper and Sean Gallagher, Board Advisor: Paul May

REGULAR SESSION MEETING MINUTES

BOARD OF DIRECTORS ATTENDANCE: Chair Barbara Ibrahim (Barb), Joan Starkel, Heidi Casper and Sean Gallagher

ABSENT: Vice Chair Maurice Langsev and Dani Cowdrey

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

Board Chair Barbara Ibrahim called the meeting to order at 5:30pm. For the record, she took roll call of board member attendance for the board secretary, and followed with the Pledge of Allegiance.

Superintendent Shay Mikalson started with acknowledgement of the work by firefighters taking place in our district at this time and the impact it has had on members of the Jefferson County Community – we are grateful for their work and sacrifice to serve in this capacity.

2. WELCOME NEW JCESD BOARD MEMBERS [May 2025 Special Election] – OATH OF OFFICE

2.1. Barbara Ibrahim – Position 5, At-Large 4-year Term

Barbara Ibrahim took her oath of office for Jefferson County ESD Board, Position 5, At-Large for a 4-year term.

2.2. Joan Starkel – Position 7, At-Large 4-year Term

Joan Starkel took her oath of office for Jefferson County ESD Board, Position 7, At-Large for a 4-year term.

2.3. Sean Gallagher, Position 4, 509J Zone, 4-year Term

Sean Gallagher took his oath of office for Jefferson County ESD Board, Position 4, 509J Zone for a 4-year term.

3. AGENDA ADOPTION

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

Joan Starkel made a motion to adopt the agenda as presented; motion was seconded by Heidi Casper and passed unanimously – **APPROVED 4/0**.

4. 2025/2026 JCESD BOARD OFFICER NOMINATIONS

Superintendent Shay Mikalson thanked current board chair Barbara Ibrahim for her service for the previous two years. He informed the board that per the JCESD policy, the board chair can serve more than two years in succession.

Board Chair Barbara Ibrahim called for nominations for board chair.

4.1. Chair

Heidi Casper nominated Joan Starkel. Joan Starkel said she would be honored but declined the nomination due to personal commitments.

Joan Starkel nominated Heidi Casper for JCESD board chair. Heidi Casper accepted the nomination with the request for help in the process. With no other nominations, the nomination was seconded by Sean Gallagher and passed unanimously – **APPROVED 4/0**.

Barbara Ibrahim handed the remote-gavel to newly appointed Board Chair Heidi Casper to preside over the meeting.

Board Chair Heidi Casper called for nominations for vice chair.

4.2 Vice-Chair

Barbara Ibrahim nominated Sean Gallagher for vice chair. Sean Gallagher accepted the nomination and with no other nominations; the nomination was seconded by Joan Starkel and passed unanimously – **APPROVED 4/0**.

5. COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

Superintendent Shay Mikalson briefly summarized the board work for the new officers and explained that there is no JCESD board meeting scheduled for August.

5.1 Vacant JCESD (Black Butte Zone) Board Position, 2-year Term – Action Item

Superintendent Shay Mikalson explained the vacant JCESD (Black Butte Zone) seat and shared that it is listed as an action item this evening because the write-in declined the position; therefore, the JCESD board of directors will need to declare that seat a vacancy this evening and we will post the vacancy on the JCESD website.

5.2 Board / Superintendent Goals

5.2.1 Local Service Plan Calendar 2026-2027

5.2.2 Budget Calendar for 2026-2027

Superintendent Shay Mikalson directed board members to page 8 of the board packet and explained that previously the board had an opportunity to review the goals and benchmarks, but goal two, benchmark one (successfully ratify the contract) had not been fully completed. We have successfully ratified the contract and we will talk about that later this evening. He summarized the goals process for new board member Sean Gallagher.

Superintendent Shay Mikalson directed board members to pages 9 and 10 and informed them of the Local Service Plan Calendar for 2026-2027 and the Budget Calendar for the 2026-2027 Budget.

5.3 Superintendent Evaluation Next Steps Discussion

Superintendent Shay Mikalson explained that the board secretary had sent out a Google survey to gather independent input from each board member relative to the performance of the superintendent for 2024-2025; some of the board members have completed that, others have not – this is just a reminder for those who have not completed that to please provide their input in order to help the board chair and vice chair (from 2024-2025) in the preparation of the final document. Superintendent Shay Mikalson explained that the input received is helpful for him as he prepares goals for the year ahead.

5.4 JCESD Board Advisor - Potential action item

5.4.1 Letter of Interest – Paul May

Superintendent Shay Mikalson explained that our former board member Paul May had submitted a letter of interest to be considered for the JCESD board advisor position, that is an action item for later in the meeting.

5.5 Bargaining Update / Contract Ratification – Action item

Superintendent Shay Mikalson directed board members to pages 12-40 in their board packet and explained the 2025-2028 Collective Bargaining Agreement between JCESD and Cascade Bargaining Council that was recently approved for ratification. He clarified that in the JCESD has one association that represents our certified staff members; the other staff (classified, administrators, and confidential) are covered under a staff handbook – that handbook does not require us to continue to come back to the board, but those staff members do receive the same COLA as the others. Superintendent Shay Mikalson also clarified that his personal superintendent contract is separate, and that contract is worked on between himself and the board.

Superintendent Shay Mikalson thanked the association for the partnership, sharing that together they were able to get this done in one meeting, and he thinks it meets the interests of both parties really strongly. Going into this, we were bargaining just financials for the final year of a two-year contract. Our contract was designed to be ending at the end of this school year, and we had agreed a year before that we'd come back and talk about financials, meaning the cost of living, increase what we pay for the insurance support for our staff members, and one contract language item. When we had an opportunity to meet, we expressed, as a district, an interest for us to be able to plan to compensate our employees the best way we can, but also meet the needs and obligations of our districts to the highest level of excellence that we can.

He explained that they were able to have a conversation and change the bargain from that to a three-year agreement. He also pointed out specific areas to explain in more detail:

- Pages 12 and 14 of the board packet, there are green highlights, that's the only language changes for board consideration, and those language items on in the packet, on pages 12 and 14 really are just related to the length of the contract. So again, they're just saying, now this is a three-year contract. The next changes are on page 26 and this is where we had some conversation related to the one language item that was part of the agreement and that language change are really, considered housekeeping, some things are not just submitted to the superintendent, but it could be to the designee, which is going to Jayel Hayden, our HR Director. There is language cleanup in step two and step four. Language at six (Article XIX, Personal and/or Emergency Leave) crossed out - if our staff didn't use their three paid personal days the district may reimburse per the agreement.
- Page 29 it starts describing the financial situation - in year one, the contract we are bringing through consideration tonight is that cost of living increase (COLA), an increase of 3.25% in year two, it would be 3.1% and in year three, would be 2.9%.
- Page 30, when it's talking about what we cover in terms of the insurance costs for our Certified staff members, you would see that it's a \$65 increase year one for the year we're about to enter into, \$60 in year two, and A \$50 in year three the rest of the contract, there are green highlights on pages 35 through 37 but all that is applying those new figures to the salary schedules - that is what is new in the contract.

Board discussion took place, about the step increases and the bargains over the years. Joan Starkel asked if the original budget was a planned budget of 3% - Superintendent Mikalson said although it is a little bit higher, we are pleased with these numbers for three years. There was also board discussion about insurance increases overall.

Board discussion took place about how domestic partnerships are defined; the JCESD HR Director responded to the question explaining that OEBC has a process and there is typically an affidavit received.

Discussion also took place about whether there was discussion during negotiations about the language on page 26 that restricted the designee – there was none.

Superintendent Shay Mikalson explained that the Association did already have an opportunity to do their ratification vote. When he communicated at the end of June, they were about to do that; they have ratified it from their side. It is on the action items for board consideration.

5.6 Steve Rankin Mini-Grant Program (Applicant #4 review/follow-up) – *Potential action item*
Superintendent Shay Mikalson explained that per the board's request, the board secretary reached out to the Culver radio applicant (Bulldog Radio) and provided the board with a link for them to listen to the radio station. Also, on page 41 of the board packet, the applicant provided a brief response to the board's request for additional information. Tonight, this is up for

consideration whether the board would like to fund the project or not, based on the additional information provided.

Board discussion took place about the process and how nice it is to help the educators with these kind of opportunities.

With no further discussion Board Chair Heidi Casper proceeded to the next agenda item.

6. 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.

Paul May (attending remotely) requested to speak (and was granted) to congratulate the new board member (Sean Gallagher) and new officers on the board. He expressed that he thinks Sean will be a great addition and he hopes to have the opportunity work with one another. As the former board member he said it has been a great journey, he has enjoyed every minute of it and thanked the board for their grace and character.

Board Chair Heidi Casper echoed Paul's comment back to him and proceeded to the action items on the agenda.

7. ACTION ITEMS

7.1. CONSENT AGENDA

7.1.1 Approval of **June 4, 2025** Meeting Minutes

7.1.2 Personnel (if any)

7.1.3 Accounts Payable Vouchers

7.1.4 Financials

Board Chair Heidi Casper called for a motion to accept the Consent Agenda.

Joan Starkel made a motion to accept the Consent Agenda as presented; motion was seconded by Barb Ibrahim, with no further discussion a vote was taken and passed unanimously – **APPROVED 4/0.**

7.2 JCESD BOARD ADVISOR POSITION – PAUL MAY

Board Chair Heidi Casper asked if Paul May would like to speak to his request. The board was informed that Paul May exited the meeting to allow for board discussion without his presence.

Joan Starkel made a motion to accept Paul May's letter of interest and appoint him to the Board Advisor position; motion was seconded by Chair Heidi Casper and with no further discussion the appointment passed unanimously – **APPROVED 4/0.**

Superintendent Shay Mikalson said he will connect with Paul May and inform him of the Board's decision.

7.3 BARGAINING / CONTRACT RATIFICATION

Vice Chair Sean Gallagher made a motion to accept the contract ratification as presented. Joan Starkel seconded the motion and thanked the bargaining committee for the great, successful contract. With no further discussion a vote was taken for the contract ratification and passed unanimously – **APPROVED 4/0.**

7.4 DECLARE JCESD (BLACK BUTTE ZONE) BOARD POSITION VACANCY

Board Chair Heidi Casper requested Superintendent Mikalson for clarification on this action item.

Superintendent Shay Mikalson explained to the Board that as a formality, because there was an election and the write-in declined the position, the JCESD Board now just needs to declare the position vacant.

Discussion took place about the process. The county clerk will be informed, the position will be posted on the website and we are available to the application process. Superintendent Mikalson will keep the board informed if there is any interest.

Barb Ibrahim made a motion to declare JCESD (Black Butte Zone) Board Position vacant; motion was seconded by Joan Starkel and with no further discussion a vote was taken and passed unanimously – **APPROVED 4/0.**

7.5 STEVE RANKIN MINI-GRANT PROGRAM (APPLICANT #4)

Board Chair Heidi Casper asked if the board would like to have a discussion about this action item, or proceed with a motion. Joan Starkel expressed that she thinks the Board's questions were answered. With that comment, Board Chair Heidi Casper called for a motion.

Joan Starkel made a motion to award the Steve Rankin Mini-Grant application #4 (Culver Bulldog Radio); motion was seconded by Sean Gallagher and with no further discussion a vote was taken and passed unanimously – **APPROVED 4/0.**

Board Chair Heidi Casper expressed how she appreciates the applicant taking time to answer the request made by the board for additional information and would appreciate the board secretary sharing that when she informs the applicant of the board's decision.

8. BOARD HIGHLIGHTS

Board Chair Heidi Casper asked if there are any board highlights. There were no board highlights.

Joan Starkel requested clarification on the Black Butte vacant position as it relates to a quorum. Superintendent Mikalson explained that the board can consider that position even though it is vacant as a position - we would still need four of the six for an approval as a quorum.

A conversation took place about the current fire that is impacting the Ashwood; thankfully there are no structures lost but obvious impact on air quality. Board members expressed thankfulness for the team of firefighters. Superintendent Shay Mikalson shared that the fire crews have been stationed here for the past few weeks using JCSD 509J facilities at MHS and American Red Cross has been using JCMS for evacuation for community members as needed.

9. REMINDERS:

- OSBA Summer Board Conference – **August 8 – 10, 2025**

Board Chair Heidi Casper asked if any of our board members are attending the OSBA Conference. Superintendent Mikalson confirmed that Maurice Langsev is attending the conference.

- Regular Board Meeting – **September 3, 2025** *[no meeting in August]*

10. REGULAR SESSION MEETING CLOSURE/ADJOURNED

With no further business the JCESD board meeting was adjourned at 6:18pm.

Draft to Board for approval at next meeting,

[there was no board meeting in August]

Wednesday, September 3, 2025

Tessa Bailey, Executive Assistant

JCESD Board Chair

JCESD Superintendent Shay Mikalson

Date

Date