



**Jefferson County Education Service District
BOARD MEETING AGENDA**

Wednesday, October 1, 2025 @5:30PM

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: 882 2651 3872 Passcode: 321179

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

REGULAR SESSION MEETING MINUTES

BOARD OF DIRECTORS ATTENDANCE: Vice Chair Sean Gallagher, Joan Starkel, Maurice Langsev, Dani Cowdrey and Board Advisor Paul May

ABSENT: Chair Heidi Casper and Barbara Ibrahim (Barb)

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

In the absence of Board Chair Heidi Casper, Vice Chair Sean Gallagher presided over the meeting; he called the meeting to order at 5:30pm, followed by the Pledge of Allegiance. A roll call of board member attendance was taken and noted by the board secretary for the record.

2. AGENDA ADOPTION

Vice Chair Sean Gallagher called for a motion to adopt the agenda.

Dani Cowdrey made a motion to adopt the agenda as presented, seconded by Joan Starkel. A vote was taken and motion passed unanimously – **APPROVED 4/0.**

Board Member:	Heidi Casper	Sean Gallagher	Maurice Langsev	Joan Starkel	Dani Cowdrey	Barbara Ibrahim	Vacant Position
Vote:	Absent	Y	Y	Y	Y	Absent	N/A

3. COMMUNICATION / PRESENTATIONS / REPORTS / DISCUSSION

3.1. 2025 Regional Teacher of the Year – Congratulations Maria Crowley!

Superintendent Shay Mikalson directed board members to pages 3-4 of the board packet congratulating Maria Crowley as the 2025 Jefferson County Regional Teacher of the Year and shared that it is also highlighted in an article in local paper today - The Madras Pioneer. He reminded board members of the Regional Teacher of the Year process and that the JCESD has the honor of participating in the selection process each year. He shared that Maria Crowley has 22+ years in the district – she is a JCSD 509J teacher at Jefferson County Middle School and they had a surprise ceremony to award her with that honor.

Superintendent Shay Mikalson reminded board members that they will have another opportunity to participate for the 2026 Regional Teacher of the Year, in the Spring, if any of them are interested to keep it in mind.

3.2. JCESD, Board of Directors, Position 3 (Black Butte) Application – Potential Action Item

3.2.1. Welcome Cody Roberts

3.2.2. JCESD Board Q&A

Vice Chair Sean Gallagher introduced Cody Roberts, attending online via Zoom. He shared with Mr. Roberts that the board has received and reviewed his application and requested that he share about himself and his interest in being a JCESD board member representing Black Butte.

Cody Roberts shared with the board that he has been working as the Director of Suttle Lake United Methodist Camp for about a year and a half and has also been living in the Black Butte school district area. He spoke about his passion for the lives of our young people; he shared that he also has personal experience with special education, and has seen what it is like to navigate the process to get resources. That experience has helped form some of his thinking about how to streamline those processes so students with needs can get resources and access to rural education that they deserve.

Vice Chair Sean Gallagher opened up for communication from the JCESD board and superintendent.

Joan Starkel thanked Cody for applying for the position and expressed her appreciation for bringing a fresh face to the table - welcome.

Vice Chair Sean Gallagher thanked Cody and shared how nice it is to that he brings his experience as a son of an educator; the importance of special education services for students who qualify, and also his sense of technology. He asked him to expand on how it may impact his role as a potential board member.

Cody Roberts explained that he has grown up around technology and in his previous professional role was one of the staff members on the technology cabinet where he spent time meeting once a month with others to discuss the technology needs across their branches. He explained some of his experience on the software side and also his brief experience at Suttle Lake camp he has provided experience with the hardware side of technology in a rural area, that experience he believes will help in understanding the technology needs in support of the Black Butte School.

Vice Chair Sean Gallagher asked for any additional questions or comments for Cody. None were presented, he proceeded to the next agenda item.

3.3. Marie Glenn Honorary Service Award

3.3.1. Welcome Marie Glenn

3.3.2. 2025-2026 Update

Vice Chair Sean Gallagher asked Superintendent Mikalson to present on this topic.

Superintendent Shay Mikalson acknowledged that Marie Glenn is present in this meeting and directed board members to page 9 of the board packet and shared the introduction to the Marie Glenn Honorary Service Award.

Superintendent Shay Mikalson explained that the budgeted amount for the award(s) for 2025-2026 is \$4,000. Nominations will be open this week through the deadline of November 14th, 2025 - there will be an online link available for nominations. He explained that the board can review the nominations, similar to the process of the Steve Rankin Memorial grant awards, then determine the award(s). He explained, we are trying to balance our capacity so, the resources for the award(s) will go to the recipient(s) district. He explained that we are trying to develop a system that is flexible for us and requested that the board provide patience and grace through the first year of the award process. He expressed the hope is that Marie Glenn feels honored and he publicly thanked her for her many years of service.

Marie Glenn (attending in-person) expressed how thankful and humbled she is; sharing that she loved her time serving on the JCESD board and feels it is one of the boards that you can really make an impact. She said she recognized Maria Crowley (the recipient of the 2025 Regional Teacher of the Year earlier in the meeting), and said she remembers when Maria first came into our community as a new teacher- she was a shining star from day one. There are so many just like her and you want to award more of them. Marie Glenn concluded, she feels very honored and admitted that she shed a few tears when she read the write-up for the award - she is very humbled, and thanked the board again.

Superintendent Shay Mikalson concluded, we will start the process and the board can see the nominations come for their review in mid-November.

Vice Chair Sean Gallagher thanked Marie Glenn for her many years of service; he likes that she wants to focus on the first three years of teaching, as our goal is to see long-term veteran teachers like herself and Marie Crowley.

Marie Glenn's son and daughter-in-law (attending via Zoom) expressed they are very proud of her – she is an inspiration.

Vice Chair Sean Gallagher proceeded to the next agenda item.

3.4. 2025-2026 Steve Rankin Mini-Grant Update

Superintendent Shay Mikalson said that the Steve Rankin mini-grants will be the same process as in previous years, and February through May timeframe. He shared that each year we will calendar time for the Marie Glenn awards at the beginning of the fiscal-year and Steve Rankin awards at the end of the fiscal-year.

Superintendent Shay Mikalson explained with two awards now (Marie Glenn and Steve Rankin), and the same capacity to track and manage the process, starting next year we plan to move to transfer the funds for the awards to the applicable districts for the recipients to use and manage their purchases.

Superintendent Shay Mikalson said there is a total of \$9,000 for the awards this year, so we split them - \$4,000 for Marie Glenn awards and \$5,000 for the Steve Rankin awards. We will continue to evaluate each year as we see numbers come in.

3.5. **JCESD Board interest in LSP review – Potential Action Item**

Vice Chair Sean Gallagher directed board members to page 12 of the board meeting packet and requested that Superintendent Mikalson explain the Local Service Plan review process, and the request for board representatives to help as this is a potential action item later this evening.

Superintendent Shay Mikalson explained the Local Service Plan process as outlined on page 12 of the board meeting packet and explained the request for two board members to work with him to review the 2026-2027 Local Service Plan – their role will be to give feedback and help review and refine the document prior to the JCESD Board’s first approval in January 2026; then the four component districts will take it to their boards for approval in the months of January or February to have the final document completed and finalized by the March 1, 2026 deadline.

Superintendent Shay Mikalson shared that board members are always welcome to attend the meetings to present the Local Service Plan to the component districts. This evening we are looking for board members who may be interested in helping in this process and a vote from the board either this evening and/or in the month of November.

Vice Chair Sean Gallagher reminded the board this is a potential action item where they can nominate or declare their interest in serving in this capacity, for this vital, important part of what we do.

3.6. **Proposed Board Operating Agreement – Action Item**

Superintendent Shay Mikalson directed board members to pages 13-14 and explained the details of changes that were made to the proposed Board Operating Agreement since the last board meeting; explaining that this tries to define our culture in how we communicate and work together.

Vice Chair Sean Gallagher asked if there has ever been a schedule or calendar where board members can visit or attend meetings at the component districts. Superintendent Shay Mikalson explained that we have not had any formal structure related to that, but he does know of board members on their own who have attended board meetings of component districts.

3.7. **Proposed 2025-2026 Board Goals – Action Item**

Superintendent Shay Mikalson referred to page 15 of the board packet and explained that the goals have remained the same:

- **GOAL 1: WE PUT KIDS FIRST**— The Jefferson County Education Service District (JCESD) will improve students' educational, physical, and mental wellbeing in our region.
- **GOAL 2: WE TAKE CARE OF EACH OTHER**— The JCESD will recruit, support, and retain an outstanding, engaged, professional, and diverse workforce to provide excellent services.
- **GOAL 3: WE ARE RESPONSIVE AND INNOVATIVE TO THE NEEDS OF THOSE WE SERVE** The JCESD will be the most effective and sought-after provider and partner of educational services in Jefferson County by being responsive and innovative to those we serve.

But, the benchmarks have changed, and he explained the benchmarks in detail.

Vice Chair Sean Gallagher asked for clarification about the Board-Superintendent Goals and whether the superintendent has expanded goals for the review process.

Superintendent Shay Mikalson explained the superintendent evaluation process and clarified that this is the final document the board will see in terms of his goals, but their individual review allows for narrative in each of these areas, for the board to expand in greater detail.

Vice Chair Sean Gallagher asked if there are any board questions or comments; with none presented, he proceeded to the next agenda item.

3.8. OSBA Legislative Policy Committee (LPC) Ballot & Material Review, Central Region, Position 3 – Vote in November

Superintendent Shay Mikalson explained that Sean Gallagher, was nominated by the JCESD Board at the last board meeting and may be running unopposed – the official ballot will be on the agenda in November.

4. 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.

No comments were presented at this meeting or on the online process.

5. ACTION ITEMS

5.1 CONSENT AGENDA

- 5.1.1 Approval of **September 3, 2025** Meeting Minutes
- 5.1.2 Personnel (if any)
- 5.1.3 Accounts Payable Vouchers
- 5.1.4 Financials

Maurice Langsev asked about an item in the accounts payable vouchers – Library system. Director of Technology David Hicks explained it to the boards satisfaction.

Vice Chair Sean Gallagher called for a motion to approve the Consent Agenda.

Joan Starkel made a motion to approve the consent agenda as presented, motion was seconded by Maurice Langsev; motion passed unanimously – **APPROVED 4/0.**

Board Member:	Heidi Casper	Sean Gallagher	Maurice Langsev	Joan Starkel	Dani Cowdrey	Barbara Ibrahim	Vacant Position
Vote:	Absent	Y	Y	Y	Y	Absent	N/A

5.2 Cody Roberts - JCESD, Board of Directors, position 3 (Black Butte) Application

Maurice Langsev made a motion to appoint Cody Roberts to the Board of Directors, position 3 for Black Butte. Motion was seconded by Joan Starkel, a vote was taken and passed unanimously – **APPROVED 4/0.**

Board Member:	Heidi Casper	Sean Gallagher	Maurice Langsev	Joan Starkel	Dani Cowdrey	Barbara Ibrahim	Vacant Position
Vote:	Absent	Y	Y	Y	Y	Absent	N/A

5.3 JCESD Board Member(s) LSP Review Team

Vice Chair Sean Gallagher explained the JCESD Board Member LSP review team, as it was presented earlier in the meeting. He said someone could be nominated and approved tonight for up to two board members to serve, or if the board wants to think about it, they could postpone any approvals until November.

Joan Starkel expressed interest in the JCESD LSP review team.

Vice Chair Sean Gallagher made a motion to nominate Joan Starkel to serve on the JCESD LSP Review Team, nomination was seconded by Dani Cowdrey; a vote was taken and motion passed unanimously – **APPROVED 4/0.**

Board Member:	Heidi Casper	Sean Gallagher	Maurice Langsev	Joan Starkel	Dani Cowdrey	Barbara Ibrahim	Vacant Position
Vote:	Absent	Y	Y	Y	Y	Absent	N/A

Dani Cowdrey suggested bringing the topic back in November to see if Barb Ibrahim or Heidi Casper are interested; at that time if they are not interested, she may consider it.

5.4 Proposed Board Operating Agreement

Dani Cowdrey made a motion to approve the Board Operating Agreement as presented, motion was seconded by Maurice Langsev; a vote was taken and motion passed unanimously – **APPROVED 4/0.**

Board Member:	Heidi Casper	Sean Gallagher	Maurice Langsev	Joan Starkel	Dani Cowdrey	Barbara Ibrahim	Vacant Position
Vote:	Absent	Y	Y	Y	Y	Absent	N/A

5.5 Proposed 2025-2026 Board Goals

Joan Starkel made a motion to approve the 2025-2026 Board Goals as presented, the motion was seconded by Dani Cowdrey; a vote was taken and motion passed unanimously – **APPROVED 4/0.**

Board Member:	Heidi Casper	Sean Gallagher	Maurice Langsev	Joan Starkel	Dani Cowdrey	Barbara Ibrahim	Vacant Position
Vote:	Absent	Y	Y	Y	Y	Absent	N/A

6. BOARD HIGHLIGHTS

- Maurice Langsev mentioned OSBA having a regional class. Superintendent Mikalson explained that he believes Maurice is referring to the Legislative Roadshow on Wednesday, October 29, 2025 at the High Desert ESD; it is listed in the reminders as the second bullet item.

7. REMINDERS:

- Indigenous Peoples Day 2025 – October 13, 2025
- Crook, Deschutes, & Jefferson Counties Legislative Roadshow Meeting, Wednesday, October 29, 2025, Dinner 5pm, Meeting 5:30pm [RSVP required]
- Native American Heritage Month – November 1-30, 2025
- *OSBA Annual Board Convention – November 6-8, 2025, Portland Marriott Waterfront
 - Dani Cowdrey – possibly
 - Sean Gallagher – possibly
 - Maurice Langsev – possibly
- JCESD Regular Session Board Meeting – November 5, 2025

*Board discussion took place about whether they should or will be limiting the capacity for those attending the OSBA Convention considering the budget. Superintendent Shay Mikalson explained that in the four years he has been here not every board member has expressed interest in attending, so to balance that naturally it may be a point of consideration as we go through the next budget season.

It was mentioned that it appears there is not an OAESD meeting in advance this year. Shay Mikalson said he believes that is correct, but will be at the OAESD Superintendent meeting in a few weeks and he will confirm.

The board again welcomed Mr. Cody Roberts and Superintendent Shay Mikalson explained that we will provide the swearing in at the next board meeting.

Joan Starkel said, *“Thank you to all the staff. I know that September is very difficult and long hours, and appreciate you all at the start of school. Thank you. You do amazing work.”*

8. REGULAR SESSION MEETING CLOSURE/ADJOURNED

With no further business Vice Chair Sean Gallagher called for a motion to adjourn the meeting - Dan Cowdrey made the motion and it was seconded by Joan Starkel; motion passed unanimously and the meeting was adjourned at **6:24pm**.

Board Member:	Heidi Casper	Sean Gallagher	Maurice Langsev	Joan Starkel	Dani Cowdrey	Barbara Ibrahim	Vacant Position
Vote:	Absent	Y	Y	Y	Y	Absent	N/A

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

Tessa Bailey, Executive Assistant

JCESD Board Chair Heidi Casper

JCESD Superintendent Shay Mikalson

Date

Date