



Jefferson County Education Service District BOARD MEETING AGENDA

Wednesday, September 2, 2026 @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: 844 6778 0169 Passcode: 963030



2026/2027 Board Members: Chair Sean Gallagher, Vice Chair Heidi Casper, Barbara Ibrahim, Maurice Langsev, Dani Cowdrey, Joan Starkel, Cody Roberts, and Board Advisor Paul May

REGULAR SESSION MEETING MINUTES

BOARD OF DIRECTORS ATTENDANCE: Chair Sean Gallagher, Maurice Langsev, Dani Cowdrey, Cody Roberts and Board Advisor Paul May

ABSENT: Vice Chair Heidi Casper, Joan Starkel and Barbara Ibrahim

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

Board Chair Sean Gallagher called the meeting to order at 5:31PM, followed by the Pledge of Allegiance. A quorum was established. A Board roll call was taken, Board Secretary noted board member attendance for the record.

2. AGENDA ADOPTION

Board Chair Sean Gallagher called for a motion to approve the agenda as presented.

Dani Cowdrey made a motion to adopt the agenda as presented, motion was seconded by Maurice Langsev; a vote was taken and motion carried with unanimous approval - **APPROVED 4/0** (3 absent).

Board	Sean	Maurice	Dani	Cody	Heidi	Joan	Barbara
Member:	Gallagher	Langsev	Cowdrey	Roberts	Casper	Starkel	Ibrahim
Vote:	Y	Y	Y	Y	Absent	Absent	Absent

3. INFORMATION / PRESENTATIONS / REPORTS / COMMUNICATION / DISCUSSION ITEMS

3.1. OSBA Summer School (first in our region) at Ridgeview High School

The JCESD Board discussed the recent OSBA Summer School regional event held at Ridgeview High School. Board members who attended reported that attendance was relatively low and that the event provided less substantive content than OSBA's statewide winter conference. They appreciate OSBA's effort to bring professional development and updates to regional areas and recognized the challenges of travel for school board members across the state. Members encouraged OSBA to evaluate the regional format, content, and attendance in planning future events.

The Board also noted the value of OSBA's policy, legal, and legislative updates and expressed appreciation for the organization's ongoing work in these areas.

3.2. Steve Rankin Mini-Grant & Marie Glenn Awards Update / Discussion

3.2.1. 2025-2026 Award Letters Emailed

3.2.2. Discussion Update from Standing Committee (Joan & Barb)

Superintendent Mikalson provided an update on the Marie Glenn Awards and Steve Rankin Memorial Mini-Grants following discussions with Board Directors Joan Starkel and Barb Ibrahim, and the board secretary. The Board representatives agreed to continue the Marie Glenn Awards using the current process for another cycle and to monitor the program moving forward.

Board discussion took place regarding the Steve Rankin Memorial Grants, it focused on aligning the application and scoring process more closely with the original intent of the grant, particularly innovation, student engagement, project impact, and anticipated outcomes. A proposed revision would place greater weight on these areas rather than assigning equal weight to all criteria.

The Board also discussed making certain items, such as administrator approval and a reporting plan, required components of the application. Members supported maintaining a simple application process while providing additional clarity around project summaries, outcomes, and budgets.

The proposed changes will be refined by Superintendent Mikalson and the board secretary in consultation with Joan Starkel and Barb Ibrahim and brought back to the Board for further discussion and possible finalization.

3.3. 2025-2026 Superintendent Evaluation, Final – Action Item

Board Chair Sean Gallagher directed the Board to pages 3–4 of the board packet and presented the draft summary evaluation of Superintendent Mikalson. He explained that the draft was intended to capture the comments and feedback provided by the Board during the previous meeting.

Board Chair Sean Gallagher noted that the draft did not yet include the Superintendent’s evaluation scores and recommended adding them to the final summary. The Board had previously reviewed the scores, which included:

Goal 1 combined score: 4.00

Goal 2 combined score: 3.86

Goal 3 combined score: 4.00

Final comments section had no numerical score

Board Chair Sean Gallagher noted that the scores were strong and should be reflected in the summary evaluation; he stated that the document was a draft and welcomed Board comments, suggestions, and additional input. He also reported that the draft had been reviewed with Superintendent Mikalson prior to being included in the board packet, and that he was comfortable with the document. No additional comments or concerns were raised. The Board indicated general agreement with the draft, and with the evaluation scores to be incorporated into the final summary.

3.4. Board Operating Agreement Discussion 2026-2027

Superintendent Shay Mikalson directed the Board to the Board Operating Agreement on pages 5–6 of the packet. No changes were proposed at this time. The agreement outlines Board roles, decision-making processes, communication expectations, and procedures for working together. The Superintendent noted that the agreement summarizes existing Board policies and serves as a useful orientation resource for new Board members.

The Board Operating Agreement will return to the Board for further discussion and possible action in October.

3.5. Board-Superintendent Goals Discussion 2026-2027

Superintendent Shay Mikalson directed Board members to page 7 and proposed revisions to the 2025-2026 Board-Superintendent Goals document to update the benchmarks. He provided a handout of the proposed 2026-27 Board-Superintendent Goals. He explained, the revisions were developed in response to feedback from the Superintendent’s evaluation and are intended to provide greater clarity and measurability while maintaining the existing six benchmark areas.

The proposed revisions to the first benchmark would include both quantitative service-delivery measures and customer satisfaction surveys from district superintendents and business managers. The remaining benchmarks would retain their existing concepts with minor language revisions for clarification.

Board members expressed support for the revisions and noted that they provide additional clarity in areas identified during the Superintendent's evaluation, including staff retention, supporting one another, and putting students first. Board members were encouraged to review the proposed goals and provide comments prior to the October meeting.

Superintendent Mikalson will bring the goals and benchmarks back to the Board in October for further discussion and potential approval.

Board Chair Sean Gallagher requested that the Board Operating Agreement be reviewed for consistency with the administrative rule regarding public comment, specifically the provision limiting public comment to three minutes per topic. The Superintendent agreed that the Board Operating Agreement should align with the administrative rule and will review the documents for consistency. The Superintendent noted that the Board retains discretion to allow additional time for public comment when appropriate and that written comments may also be submitted to the Board. Superintendent Mikalson will review the applicable policy and administrative rule and bring any necessary revisions to the Board for consideration.

3.6. Notice of OSBA Position Vacancies / OSBA Board of Directors Regional Member

- Laurie Danzuka's, Central Region position expires 12/31/2026. She was nominated by the JCSD 509J Board on 8/13/2026.
- Nominations open August 1 – September 30, 2026 – *Potential Action Item*

Superintendent Shay Mikalson directed board members to pages 8-9 of their board packet and explained that nominations are open from August 1 through September 30, 2026 for the OSBA Board, Region 3 position. He shared that the JCSD 509J Board nominated Laurie Danzuka, who currently serves in the position and has expressed interest in continuing for another two-year term. Because she has been nominated by the 509J Board, she will appear on the ballot.

Superintendent Mikalson noted that any district board member interested in seeking the position could also be nominated and placed on the same ballot. The Board will ultimately cast one vote for the region (Zone 3) representative.

Board Chair Sean Gallagher asked whether any members were interested in being nominated. No Board members expressed interest.

The Board also discussed whether to issue a statement of support for Laurie Danzuka. It was noted that the ballots will not be distributed until later with final voting to take place up through December, so the Board has time to consider the matter. No action will be taken regarding a statement of support, and the matter may be brought back for discussion at a future meeting.

It was noted that the position carries a two-year term. Superintendent Mikalson also recognized Laurie Danzuka's extensive service on the JCSD 509J Board (since 2009).

3.7. Notice of OAESD Legislative Committee 2026-2028 – Nominations Open

- Nominations due to OAESD no later than September 4, 2026 - *Potential Action Item*

Superintendent Shay Mikalson informed the Board that nominations are currently open for the Oregon Association of Education Service Districts (OAESD) Legislative Committee. The committee represents the 19 ESDs across Oregon and consists of OAESD executive team members, five ESD superintendents, and five ESD board members. The committee meets virtually, with the frequency of meetings varying based on legislative activity. Members participate in establishing legislative priorities, preparing for legislative sessions, and providing input on issues affecting ESDs. The committee also coordinates with other education associations and legislative representatives on issues of mutual interest.

Superintendent Shay Mikalson noted that he has served on the committee's superintendent group for the past four years and will be rotating off the committee. Nominations are open through September 4, and approximately two to three hours per month are anticipated, with increased activity during the legislative session.

Board Chair Sean Gallagher expressed interest in serving on the OAESD Legislative Committee, noting that the responsibilities would complement his existing service on the Oregon School Boards Association (OSBA) Legislative Committee. The Superintendent noted that having representation on both committees can help ensure ESD-specific perspectives are included in statewide legislative discussions.

A formal nomination will be considered later in the meeting.

3.8. OSBA Proposed Policy Updates – August 2026, [1st READ Only]

3.8.1. KNA - Immigration Enforcement on ESD Property

Superintendent Shay Mikalson directed board members to pages 11-15 of the board packet for a first reading of proposed policy **KNA – Immigration Enforcement on ESD Property**, which reflects requirements established during the most recent legislative session.

Superintendent Shay Mikalson explained that the proposed policy largely formalizes existing practices related to law enforcement access to ESD property and records. The policy identifies the Superintendent as the primary point of contact for immigration-enforcement matters and the HR Coordinator as the backup contact. Both individuals will receive required training.

The Board discussed communication requirements under the policy. Administration clarified that notification would be provided to staff if immigration enforcement action occurs at the ESD facility. Because the ESD does not serve students in the grades identified in the law, the student-notification provisions are not applicable. Community organizations that have requested notification would also be contacted as required.

The Board asked about the administrative rules (ARs) that were not included with the proposed policy. Superintendent Shay Mikalson explained that OSBA provided several policy options and that the version presented is the most streamlined for the ESD, given its organizational structure and lack of directly served students in the applicable grades. The Board also discussed notification to the Board if immigration-enforcement activity occurs at the ESD facility.

Superintendent Shay Mikalson clarified that such notification is not required by the law or the proposed policy but stated that the Board would be notified as a matter of practice regarding significant or sensitive law-enforcement activity, consistent with existing Board-Superintendent communication practices.

No action was proposed at this time; the policy will be brought back to the Board for a second reading and consideration for adoption at the next meeting.

3.9. OSBA Proposed Policy Updates – April 2026, [2ND & FINAL READ]- Action Item

3.9.1. GBA – Equal Employment Opportunity (*required*)

3.9.2. GBN/JBA and JBA/GBN – Sexual Harassment (*required*)

Superintendent Shay Mikalson directed board members to pages 16-34 of their board packet and explained the policy updates that had been discussed at the previous meeting and were included as action items for consideration this evening. These policies are presented tonight as a second reading, with the requested action being approval/adoption.

Two policies presented:

1. GBA – Equal Employment Opportunity and GBN/JBA – Sexual Harassment.

The policy was updated to reflect state law concerning veterans' preference. The revision clarifies that the preference applies to members of the National Guard and Reserves, which were not previously specifically identified.

2. GBN/JBA, revisions were made to the notification requirements related to sexual harassment to ensure the policy remains consistent with changes in applicable law.

With no follow-up questions, Board Chair Gallagher proceeded to the public comments.

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 1:00pm [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 presented this evening.

5. ACTION ITEMS

5.1. CONSENT AGENDA

- 5.1.1. Approval of July 1, 2026 Board Meeting Minutes
- 5.1.2. ~~Personnel (if any)~~
- 5.1.3. Accounts Payable Vouchers
- 5.1.4. Financials

Board Chair Sean Gallagher noted, there is no personnel action item on the consent agenda; there are two contract services items related to staffing listed separately under Items 5.5 and 5.6.

The Board discussed the financial reports (pages 66-68), including the summary beginning on page 66. CFO Brad Henry, provided clarification regarding the proposed contract services. Due to difficulty recruiting SLPs (Speech-Language Pathologists) and SLPAs (Speech-Language Pathology Assistants), the district is requesting approval of contracts for these services. The funds were originally budgeted under salaries and, once the contracts are approved, will be moved to contracted services. The current financial report does not yet reflect the transfer because the contracts have not been approved.

Board Chair Gallagher noted that it was encouraging to see new SLPAs at the recent luncheon and commended Manda Currier for her efforts to recruit qualified staff. The Board acknowledged the challenges of filling these positions and the need to utilize contracted services when necessary.

With no further questions or comments, Board Chair Gallagher called for a motion to approve the consent agenda.

Dani Cowdrey made a motion to approve the consent agenda as presented, motion was seconded by Maurice Langsev; a vote was taken and motion carried with unanimous approval - **APPROVED 4/0** (3 absent).

Board Member:	Sean Gallagher	Maurice Langsev	Dani Cowdrey	Cody Roberts	Heidi Casper	Joan Starkel	Barbara Ibrahim
Vote:	Y	Y	Y	Y	Absent	Absent	Absent

5.2. 2025-2026 SUPERINTENDENT EVALUATION, FINAL

Board Chair Gallagher called for a motion to approve the 2025-2026 Superintendent Evaluation as presented.

Maurice Langsev made a motion to approve the 2025-2026 Superintendent Evaluation for Shay Mikalson, the motion was seconded by Cody Roberts; a vote was taken and motion carried with unanimous approval - **APPROVED 4/0** (3 absent).

Board	Sean	Maurice	Dani	Cody	Heidi	Joan	Barbara
Member:	Gallagher	Langsev	Cowdrey	Roberts	Casper	Starkel	Ibrahim
Vote:	Y	Y	Y	Y	Absent	Absent	Absent

5.3. OSBA BOARD OF DIRECTORS REGIONAL MEMBER NOMINATION(S) (if any)

No JCESD board members had expressed interest and there are no nominations for the OSBA Board of Directors Regional position. No formal action was taken at this time.

5.4. OAESD LEGISLATIVE COMMITTEE 2026-2028 – NOMINATIONS

Dani Cowdrey made a motion to officially nominate Sean Gallagher to the OAESD Legislative Committee 2026-2028, motion was seconded by Maurice Langsev. A vote was taken and motion carried with unanimous approval - **APPROVED 4/0** (3 absent).

Board	Sean	Maurice	Dani	Cody	Heidi	Joan	Barbara
Member:	Gallagher	Langsev	Cowdrey	Roberts	Casper	Starkel	Ibrahim
Vote:	Y	Y	Y	Y	Absent	Absent	Absent

5.5. CONTRACT FOR SLP SERVICES (PediaStaff) 2026

Board Chair Sean Gallagher directed board members to pages 69-74 of the board packet.

The Board reviewed the contract for Speech-Language Pathologist (SLP) services. Board Chair Gallagher clarified that the SLP services contract would be voted on separately from the Speech-Language Pathology Assistant (SLPA) services contract. CFO Brad Henry had previously provided an explanation of the contract and associated budget.

Superintendent Shay Mikalson and the JCESD Board members expressed appreciation to Director of Special Programs Manda Currier for her efforts in recruiting highly qualified staff and identifying solutions to staffing needs while also considering the associated budgetary impacts. It was noted that both individuals under the contracts would provide services on-site.

Director of Special Programs Manda Currier also reported that a conversion waiver had been obtained, providing the opportunity for the individuals to remain with the District and potentially transition to direct employment if mutually desired.

Board Chair Gallagher called for a motion to approve the contract for SLP services.

Cody Roberts made a motion to approve the contract for SLP Services (PediaStaff) 2026 as presented, the motion was seconded by Dani Cowdrey. A vote was taken and motion carried with unanimous approval - **APPROVED 4/0** (3 absent).

Board	Sean	Maurice	Dani	Cody	Heidi	Joan	Barbara
Member:	Gallagher	Langsev	Cowdrey	Roberts	Casper	Starkel	Ibrahim
Vote:	Y	Y	Y	Y	Absent	Absent	Absent

5.6. CONTRACT FOR SLPA SERVICES (PediaStaff) 2026

Board Chair Gallagher called for a motion to approve the contract for SLPA services.

Dani Cowdrey made a motion to approve the contract for SLPA Services (PediaStaff) 2026 as presented, the motion was seconded by Maurice. A vote was taken and motion carried with unanimous approval - **APPROVED 4/0** (3 absent).

Board	Sean	Maurice	Dani	Cody	Heidi	Joan	Barbara
Member:	Gallagher	Langsev	Cowdrey	Roberts	Casper	Starkel	Ibrahim
Vote:	Y	Y	Y	Y	Absent	Absent	Absent

5.7. OSBA PROPOSED POLICY UPDATES – April 2026, [2ND & FINAL READ]

5.7.1. GBA – Equal Employment Opportunity (*required*)

5.7.2. GBN/JBA and JBA/GBN – Sexual Harassment (*required*)

Board Chair Gallagher explained the policies up for approval as previously presented in pages 16-34 of the board packet; and called for separate motions.

Dani Cowdrey made a motion to adopt the OSBA proposed policy updates, April 2026; **GBA** - Equal Employment Opportunity; motion was seconded by Maurice Langsev. A vote was taken and motion carried with unanimous approval - **APPROVED 4/0** (3 *absent*).

Board	Sean	Maurice	Dani	Cody	Heidi	Joan	Barbara
Member:	Gallagher	Langsev	Cowdrey	Roberts	Casper	Starkel	Ibrahim
Vote:	Y	Y	Y	Y	Absent	Absent	Absent

Maurice Langsev made a motion to adopt the OSBA proposed policy updates, April 2026, **GBN/JBA and JBA/GBN** – Sexual Harassment as presented the motion was seconded by Dani Cowdrey. A vote was taken and motion carried with unanimous approval - **APPROVED 4/0** (3 *absent*).

Board	Sean	Maurice	Dani	Cody	Heidi	Joan	Barbara
Member:	Gallagher	Langsev	Cowdrey	Roberts	Casper	Starkel	Ibrahim
Vote:	Y	Y	Y	Y	Absent	Absent	Absent

6. BOARD HIGHLIGHTS

Board Chair Sean Gallagher invited board members to share highlights.

- Maurice Langsev shared that he had recently met informally with the new superintendent of the Culver School District and is looking forward to attending a school board meeting with him. The Board discussed potential opportunities for members to meet with local superintendents. Superintendent Shay Mikalson shared that the Board members are welcome to participate when he presents the Local Service Plan (LSP) to individual school boards.
- Board Chair Gallagher reported attending the ESD staff luncheon on Monday. The luncheon was well attended, and he noted the enthusiasm of new hires and the positive atmosphere; the ESD was described as a well-respected organization, with employees demonstrating enthusiasm about being part of the organization.
- Cody Roberts reported that full funding for outdoor education has been put forward by the Higher Education Coordinating Commission (HECC) to the Governor.
- The Superintendent and Board discussed enrollment projections and the potential impact of declining enrollment on funding. It was noted that the ESD is anticipating a greater enrollment decline than initially projected, which will affect funding, although the impact is not expected to be as significant as it is for individual school districts.
- Board Chair Gallagher requested that someone speak on hold harmless funding. CFO Brad Henry explained that school districts are generally funded based on the higher of the current year's or prior year's Average Daily Membership (ADM), which provides districts with additional time to respond strategically to enrollment declines. This funding mechanism was described as a "shock absorber" that helps smooth year-to-year fluctuations and allows districts more time for planning rather than requiring immediate reductions in response to enrollment changes.

7. THINKING AHEAD / REMINDERS / MARK YOUR CALENDAR:

- OAESD Governance Council, September 10, 2026, 10-11am
- OAESD Superintendent Retreat October 5-6, 2026 & Fall Summit October 7, 2026
- JCESD Regular Session Board Meeting – Wednesday, October 7, 2026

Board Chair Gallagher and Superintendent Shay Mikalson shared about the OSBA Fall Regional Meeting to take place on October 26 in Redmond. The regional meeting will provide an opportunity to receive updates from the Oregon School Boards Association (OSBA), including discussion of issues anticipated during the upcoming legislative session.

- OSBA Annual Convention 2026 – November 12-14, 2026 Portland Marriott Downtown Waterfront

8. REGULAR SESSION MEETING CLOSURE/ADJOURNED

With no further business, Board Chair Sean Gallagher called for a motion to adjourn the meeting.

Dani Cowdrey made a motion to adjourn the regular session meeting; motion was seconded Maurice Langsev. A vote was taken and motion carried with unanimous approval - **APPROVED 4/0** (3 absent).

Board	Sean	Maurice	Dani	Cody	Heidi	Joan	Barbara
Member:	Gallagher	Langsev	Cowdrey	Roberts	Casper	Starkel	Ibrahim
Vote:	Y	Y	Y	Y	Absent	Absent	Absent

Board Chair Sean Gallagher adjourned the JCESD Board meeting at 6:34pm.

Draft to Board for approval at next meeting,

Wednesday, October 7, 2026

Tessa Bailey, Executive Assistant

JCESD Board Chair Sean Gallagher

JCESD Superintendent Shay Mikalson

Date

Date