



Jefferson County
School District 509J
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Jefferson County School District 509-J

Monday, January 10, 2022

REGULAR SESSION (7:00PM)

Hybrid: In-person and Electronic Meeting via Zoom

509J JCSD Support Services Building, 445 SE Buff Street, Madras, OR 97741

Join Zoom Meeting for Remote Access:

Topic: 20220110 JCSD 509J Board Work Session and Board Meeting

Time: Jan 10, 2022 05:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82287247252?pwd=bHB6cTJ4akJmd2JhTXF4RkUzUnBKQT09>

Meeting ID: 822 8724 7252 Passcode: 736320

Phone (253) 215-8782 US (Tacoma) Meeting ID: 822 8724 7252 Passcode: 736320

BOARD MEETING MINUTES

Attendance: Chair Laurie Danzuka, Vice-Chair Kevin Richards, Courtney Snead, Jacob Struck and Jamie Hurd.

Absent: None

Call to Order / Attendance

Board Chair Laurie Danzuka called the meeting to order at 7:00pm, followed by the Pledge of Allegiance.

Agenda Adoption

Superintendent Jay Mathisen informed Board Chair Danzuka that there is one additional topic to be added to the Information / Presentations / Reports / Communication / Discussion Items, (after the bond update) about a school closure and protocol.

Courtney Snead moved to adopt the agenda as amended; motion passed unanimously – **Approved 5/0.**

Information / Presentations / Reports / Communication / Discussion Items

- **School Board Appreciation Month**

Communications Coordinator Joseph Prechtel shared a personalized presentation in honor of School Board Appreciation Month. Superintendent Jay presented each board member with a cutting board in the shape of the state of Oregon to honor their service (see photo on page 8).

Board Chair Danzuka welcomed Brenda Bartlett who joined the meeting remotely via Zoom to present the FY20-21 audit report.

- **FY20-21 Audit Report Presentation** – Brenda Bartlett

Brenda Bartlett presented the Jefferson County School District 509-J Annual Financial Report (89 pages – *pages 6-125 of the board packet*), year ended June 30, 2021. She referred to and spoke in more detail to the Independent Auditors' Report (pages 1-3 of report or pages 16-18 of board packet); the Auditor's comments and disclosures required by State regulation (pages 80-81 of report or 114-115 of board packet); the Independent Auditors' Report on Internal Control Over Financial Reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards (pages 82-83 of report or 117-118 of board packet). The final document Ms. Bartlett shared with the board was the letter of significant audit findings.

Brenda Bartlett explained that there was a requirement of a grant that had an issue due to playground equipment that was not delivered on time, delayed due to fires. It was noted because of professional standards, but the auditors were fine with the explanation.

She explained there was an internal control findings concern regarding the accounting at the high school she wants brought to the board's attention. In closing she asked if the board had any questions. Board Chair Danzuka asked the board if there are any questions regarding the audit. With no questions from the board, she thanked Brenda Bartlett for her services and for presenting this evening. Brenda Bartlett exited the meeting and Chair Danzuka proceeded to the next agenda item.

- **Student Representatives Update**

Superintendent Jay Mathisen shared that he has contacted the two school board representatives – they will be at the JCSD board meeting on February 14th and both will bring reports.

- **Bond Update**

Superintendent Jay Mathisen shared a brief report on the Bond Oversight Committee, sharing they will meet sometime in February. He shared the RFP update on the timeline and a communications planning update.

- **[Added topic] School Closure / Protocols** –

Superintendent Jay Mathisen explained that he was called into an emergency meeting with Tribal Council on Friday and it was strongly recommended that we close WSK8 for the week due to increasing cases on the reservation. The decision was made to close WSK8 for the week, it is his hope to reevaluate after meeting with the COVID task force and Tribal Council again at the end of the week and make a decision for the following week. He shared that there was conversation about possibly closing other schools as well, but at this time, he would not recommend that any other school close.

Discussion took place about school work distribution, concerns about lost learning, filling gaps, if there will be a need to extend the year; the technology capabilities and devices available, and meal distribution. It was commented that staff deserve kudos for pulling this off in such a short amount of time.

Hearing of Citizens / Delegations [2-Options]

OPTION 1: Each person wishing to speak will have signed in at the beginning of the meeting to be recognized. The 509-J Board of Directors reserves this time for *JCSD 509J residents* to share comments or concerns. Because time is limited, as a standard practice, as a courtesy to others and to maintain our meeting schedule, only residents of the JCSD community will be allotted three minutes to speak. If you have a group attending regarding the same topic, you will need to appoint one speaker. If you are not a community member we request that you leave your comment in writing online (option 2 below).

OPTION 2: Jefferson County School District 509-J will accept public comment in writing prior to the meeting. Written comments must be received online (via the comment link on the agenda) by **1:00 pm [the date of the board meeting]** and may be read during the public comment section of the meeting. Comments or complaints regarding specific people or personnel WILL NOT be accepted, please refer to the district complaint policy.

There were no comments submitted this evening.

ACTION ITEMS

Consent Agenda

Approval of Board Minutes of **December 13, 2021**

Personnel Action

Semi-annual vouchers paid report A/P 06.2021 through 12-31-2021

Resolution 22-14, Various grants and/or donations (\$22,927)

Courtney Snead requested to pull the semi-annual vouchers paid report for discussion.

Courtney Snead motioned to approve the consent agenda with the exception of the semi-annual vouchers (dated July 2021-November 30, 2021); motion passed unanimously - **Approved 5/0.**

Board Member Courtney Snead asked a question on the vouchers – 1) State School fund, shows that we are bringing in a lot more to be budgeted, she wants to confirm, because we budgeted \$9.1 Billion and it came out at \$9.3 at the State level. 2) She also asked for clarification about the transportation revenue that shows we are 147% of budget.

CFO Stacie Holmstrom clarified, and said that the vouchers are dated July 01, 2021 – November 30, 2021. CFO Holmstrom also shared that the transportation revenue reflects that there was a lot of summer program travel that took place under a summer grant program.

Board Member Courtney Snead requested for the next report, to add a 'budgeted' comparison column, showing what was estimated and what was actually budgeted. CFO Holmstrom confirmed.

Board Chair Danzuka requested CFO Holmstrom to explain about the proposal to have the accounts payable voucher report provided quarterly.

CFO Stacie Holmstrom explained her proposal to have the report quarterly would cut down the size of the report; and she stated, we would be on track to run a quarterly report dated December 1, 2021 through March 31, 2022. She also provided two examples of the format for the report, a longer and shorter version.

Board Chair asked board members about their preference for the quarterly report – board members confirmed the short version.

Courtney Snead moved to approve the semi-annual vouchers (dated July 01, 2021 – November 30, 2021); motion passed unanimously - **Approved 5/0.**

Approve the FY20-21 Audit Report

Courtney Snead requested to follow-up on the high school internal audit (student body report). Superintendent Mathisen explained that the auditors and CFO met with the MHS Principal and shared the concerns with the new employee and they are hopeful that things will improve. He asked CFO Stacie Holmstrom if she has any comments to add – CFO Holmstrom stated she agrees with Superintendent Jay Mathisen and believes with the new employee at the high school who works with the accounts, and the communication with the high school administrator there will be improvement.

Courtney Snead stated, there appears to be a system issue because it continues to happen and it would be nice to see that the system is corrected. Board Chair Laurie Danzka agreed and stated she would like to have a report on this topic for the next quarterly report.

Jamie Hurd motioned to approve the FY20-21 Audit Report as presented; motion passed unanimously - **Approved 5/0.**

Approve/adopt JCESD 2022-2023 Local Service Plan

Superintendent Mathisen introduced Superintendent Shay Mikalson of the Jefferson County ESD to present the JCESD 2022-2023 Local Service Plan.

Superintendent Shay Mikalson thanked JCSD 509J for the opportunity to come and present and invited the JCESD Board Chair Joan Starkel to present alongside him. He summarized the JCESD 2022-2023 Local Service Plan for their consideration and approval.

Board Member Jamie Hurd thanked JCESD Superintendent Shay Mikalson and Board Chair Joan Starkel for embracing the change to split the role of superintendents and continuing to serve.

Boar Chair Danzuka asked about the two board advisory positions (shown as vacant in the proposed plan) – she was not aware of the advisory positions. Superintendent Shay Mikalson explained the advisory positions and stated that one of the JCESD new board members (Barbara Ibrahim) was formerly in the board advisor position and decided to run for a board position and was elected. Those positions are open and not elected, but appointed.

JCESD Joan Starkel thanked the JCSD 509J board and stated they have a unique relationship and is thankful to continue to serve 509j and the smaller districts as well.

Board Chair Danzuka thanked JCESD for presenting this evening, for serving the 509j district and appreciates the work they do. Board Chair Danzuka called for a motion.

Vice-Chair Kevin Richards motioned to approve the Jefferson County ESD 2022-2023 Local Service Plan as presented; motion passed unanimously – **Approved 5/0.**

Policy DDB Native American Impact Aid Funds *(re-adoption proposed for immediate approval)*

Superintendent Mathisen explained the policy DDB; he recognized Val Switzler who was present at the meeting and spoke of the relationship we (JCSD 509j) have with the Confederated Tribes of Warm Springs. He stated there are no changes to the Policy (DDB) from the prior year; this is just a logistical step to proceed. He asked Val Switzler to comment.

Val Switzler shared her appreciation for the work that continues under the new leadership/ superintendent and appreciation for the relationship we have with the Confederated Tribes of Warm Springs.

Chair Danzuka expanded about how the district continues to improve. She shared again, that this policy is not new, but we are required to re-adopt every year. She also shared about the Indian Education Advisory and called for a motion.

Jacob Struck moved to approve the re-adoption of Policy DDB (Native American Impact Aid Funds) for immediate approval; motion passed unanimously - **Approved 5/0.**

Superintendent Mathisen stated the policies brought before the board for second and final reading this evening have no changes from the first reading, they are proposed to be adopted by the board this evening.

Board Chair Danzuka called for a motion.

Proposed OSBA Policy Update, October 2021, Vol. 64 No. 1 Sch – 2nd & Final READING

AC – Nondiscrimination, Required

AC-AR – Discrimination Complaint Procedure, Required

GBA – Equal Employment Opportunity, Required

*GBEA – Workplace Harassment *, Required*

GBNA-AR – Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying Reporting Procedures -- Staff, Highly Recommended

*GBNAA/JHFF – Suspected Sexual Conduct with Students and Reporting Requirements *, Required*

*GBNAA/JHFF-AR – Suspected Sexual Conduct Report Procedures and Form *, Required*

GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements, Required

GBNAB/JHFE-AR(1) – Reporting of Suspected Abuse of a Child, Required

GBNAB/JHFE-AR(2) – Reporting of Suspected Abuse of a Child, Highly Recommended

*JB – Equal Educational Opportunity[**], Required*

JECB – Admission of Nonresident Students, Highly Recommended

*JFCF – [Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, Teen Dating Violence, or Domestic Violence – Student**, Required*

*JHFE/**GBNAB** – Suspected Abuse of a Child Reporting Requirements, Required*

*JHFE/**GBNAB-AR(1)** – Reporting of Suspected Abuse of a Child, Required*

*JHFE/**GBNAB-AR(2)** – Reporting of Suspected Abuse of a Child, Highly Recommended*

*JHFF/GBNAA – Suspected Sexual Conduct with Students and Reporting Requirements *, Required*

JHFF/GBNAA – Suspected Sexual Conduct Report Procedures and Form

Jamie Hurd moved to approve the proposed OSBA Policy updates, October 2021 for 2nd and final reading; motion passed unanimously - **Approved 5/0.**

Proposed OSBA Policy Update– 2nd & Final READING result of changes made by the Oregon Legislature and the Oregon State Board of Education over the past several months. House Bill 2697 (2021) takes effect on January 1, 2022, and we encourage Boards to delete current versions and replace the policy and AR

ACB – Every Student Belongs, Required

ACB-AR – Every Student Belongs, Required

Jamie Hurd moved to approve OSBA policy update for ACB & ACB-AR (Every Student Belongs); motion passed unanimously - **Approved 5/0.**

Proposed Policy KL and KL-AR Update 2nd & Final READING – To align with other updated policies and clarify process.

KL – Public Complaints

KL-AR(1) Public Complaints procedures

KL-AR(2) Public Complaints form

Courtney Snead moved to approve policy KL, Public Complaints and KL-AR(1) and KL-AR(2) Public Complaints procedures; motion passed unanimously - **Approved 5/0.**

Reminders:

- **Next Board Leadership – Tuesday, February 8, 2022** (Laurie & Kevin - 9am-10am)
- **Next Board Work Session (5:30pm) & Regular Session Meeting (7:00pm) – Monday, February 14, 2022**, at Warm Springs K-8.
- **Budget 101 Work Session – Monday, March 14, 2022 @5:30pm.**
- **1st Budget Committee Meeting – Monday, May 9, 2022 @5:30pm**

Board & Superintendent Highlights

- Board Appreciation – thank you!
- Impressed with staff, in middle of a trying season – teachers, staff and students.
- Great work happening in our schools.
- Refreshing that staff and students are happy to be back in school.
- Christmas break was a time to recognize how thankful we are for the staff.
- JCMS student notes on the candy canes was above and beyond – thank you.
- Adam Dietrich in Elf costume is a highlight and worth a thousand words.
- Having kids home a few weeks; it's nice to see the kids excited to go back to school.
- Individuals getting up at 1-2am to drive roads (to report on road conditions), don't get thanked enough.
- OSAA meeting, behind the scenes work in sports has been a good experience.
- Thank you for the Board Appreciation video this evening.
- JCMS gift wrapping – students bought gifts with their JCMS money
- Nice to see food went out to our community when WSK8 was closed.

Meeting Closure/Adjourned

With no further business, Board Chair Danzuka adjourned the meeting at **8:22pm**.

Draft to Board for approval at next meeting.

Monday, February 14, 2021

Tessa Bailey, Executive Assistant

Board Chair Laurie Danzuka

Superintendent Jay Mathisen

Date

Date

PHOTO FROM THE EVENING:



SCHOOL BOARD APPRECIATION

Left to Right: Courtney Snead, Jacob Struck, Vice-Chair Kevin Richards, Chair Laurie Danzuka and Jamie Hurd.