



Jefferson County School District 509-J
Monday, February 13, 2023
2022-2023 BOARD MEETING MINUTES

Hybrid: In-person and Electronic Meeting via Zoom

MEETING LOCATION:
JCSD 509J – SSB Board Room
445 SE Buff Street, Madras, OR 97741

[Zoom Meeting Access Here](#)

Phone +1 253 215 8782 US (Tacoma)
Meeting ID: 880 5705 4588 Passcode: 417336

2022-2023 Board of Directors:

Chair Kevin Richards, Vice-Chair Courtney Snead, Jamie Hurd, Laurie Danzuka, Jacob Struck

REGULAR SESSION MEETING MINUTES

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

ABSENT: None

REGULAR SESSION/ CALL TO ORDER / PLEDGE OF ALLEGIANCE / ATTENDANCE

Board Chair Kevin Richards called the meeting to order at 7:03pm, followed by the Pledge of Allegiance. Board Secretary noted board member attendance.

AGENDA ADOPTION

Superintendent Jay Mathisen explained that there were additional action items (agenda item numbers 12, 13 and 14) added to the agenda and are included as an addendum in the board packet for their review and approval.

Laurie Danzuka motioned to adopt the agenda with noted additions as presented; motion passed unanimously – **Approved 5/0.**

INFORMATION / PRESENTATIONS / REPORTS / COMMUNICATION / DISCUSSION ITEMS

Board Chair Kevin Richards moved on to the next agenda item and opened up to the MHS Music Department Student Spotlight.

Student Spotlight, MHS Music Department

MHS Music Director Jared McFarlin introduced himself, thanked the board for the invitation to perform at the meeting and introduced Choir Director Molly Williams to introduce the student performers.

Molly Williams explained that tonight they have a small section of the two choirs at Madras High School; sharing that some of the students will be performing in about two weeks at a solo competition in Bend, where they can place to go to the state competition. Then in April, we will host a choir competition for the tri-valley, they are coming to Madras to showcase everything they have been doing - they will have judicators and give the choirs feedback and a score to see how they place. Then the MHS Choir Spotlight performers sang a song called Love is Love.

Jared McFarlin explained there are three programs in the MHS music department, band, choir and theater- part of the theater is the International Thespian Society, which was recently reinstated. He introduced two seniors, Vanessa Young and Olivia Johnson who recently competed at the regional event and placed first place in their division, qualifying them for the state and national competition; he asked them to share about their experience. Vanessa Young and Olivia Johnson shared their experience and how honored they are to have placed at both the state and national level.

Choir Director Molly Williams shared, in the month of April they will go to a state competition with all those who qualified. Jared McFarlin and Molly Williams also shared that the music department students will be taking a trip to Canada to compete in an international competition – some of the students have never been outside the state of Oregon, so this will be a great experience for them. They are actively fundraising. He shared that it is astounding to have so many opportunities available to students from a district our size – we have the best students in the world and he is thankful to showcase them this evening.

Board conversation and questions took place about the senior students' plans for after high school, what the competitions look like, how thankful the board members are for keeping music and art in our schools.

Jared McFarlin wanted to point out how many students are excelling across the different programs and shared some of the competitions they will be performing in the balance of this school year.

The board and superintendent expressed their appreciation for the time and devotion dedicated to the music program in our district and thanked the students for their performance.

Student Representative Report

Student Representative Yael Carlon shared a Power Point presentation summarizing the various JCSD 509J events and activities to include basketball, wrestling, swim, youth advisory council,

grief and loss group, and band. Yael concluded his report with a passionate plea on behalf of his fellow classmates and soccer-players to the board for their applied effort necessary to complete the soccer complex prior to the commencement of the soccer season.

Board members commented that they hear the request and thanked him for sharing. A comment was also made about this year's Homecoming (soccer) game and how it would be nice to alternate the Homecoming games between football and soccer.

Superintendent Mathisen thanked Yael Carlon for the time he dedicated to the preparation of the presentation this evening.

Board Chair Kevin Richards proceeded to the next agenda item and Superintendent introduced Brenda Bartlett joining the meeting via Zoom to present the audited financial report.

June 30, 2022 Audited Financial Presentation

Brenda Bartlett of Sensiba San Filippo introduced herself and presented the Jefferson County School District 509J, Year Ended June 30, 2022, Audited Financial Report (pages 4-123, of the board packet). She referred to page 13 of the board packet and presented the Independent Auditor's Report – explained the auditor's opinions, basis for opinions, responsibilities of management for the financial statements, auditor's responsibilities for the audit of financial statements and required supplementary information. She then referred to page 109 of the board packet and explained the independent auditors' report required by Oregon State regulation, which included:

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside sources.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).
- State School Fund factors.

Brenda Barlett explained that there was a small finding related to ESSER funding, because it is a compliance finding they do report it, but everything else on the list they did not find the district to be in question of anything to the laws that they are subject.

Ms. Barlett asked the board if they have any questions; with no questions presented by the board, she proceeded.

She referred the board to page 114 of their packet – the Independent Auditor's Report and explained this is the report on compliance for federal programs, when an entity of government spends over \$750,000 in any one year they are subject to an additional audit; this is not as much a financial audit as it is of compliance. She explained the following:

- Opinion on Each Major Federal Program
- Responsibilities of Management for Compliance
- Auditor’s Responsibilities for the Audit of Compliance
 - In performing an audit in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance
- Other Matters
- Report on Internal Control Over

Brenda Barlett referred the board to the bottom of page 117 to explain the schedule of findings and questioned costs, section I – Summary of Auditor’s Results. Then she referred the board to page 118, and explained the schedule of findings and questioned costs.

Ms. Barlett asked the board if they have any questions at this point; with no questions presented by the board, she proceeded referring them back to page 4 - the final audit letter dated January 25, 2023 and explained the following information:

- Our Responsibility in Relation to the Financial Statement Audit
- Planned Scope and Timing of the Audit
- Compliance with All Ethics Requirements Regarding Independence
- Significant Risks Identified
- Qualitative Aspects of the Entity’s Significant Accounting Practices
- Financial Statement Disclosures
- Significant Unusual Transactions
- Identified or Suspected Fraud
- Significant Difficulties Encountered during the Audit
- Uncorrected and Corrected Misstatements
- Disagreements with Management
- Circumstances that Affect the Form and Content of the Auditors’ Report
- Representations Requested from Management
- Management’s Consultations with Other Accountants
- Other Significant Matters, Findings, or Issues
- Noncompliance with Grant Agreements

Ms. Barlett asked the board if they have any final questions; with no questions presented by the board, she excused herself from the meeting.

MACRD Presentation

For the record, Courtney Snead recused herself from the meeting to present on the Madras Aquatic Center Recreation District.

Executive Director of the MACRD Courtney Snead presented on the goals of the MACRD, 2022-23 (to date) strategic investments and the MACRD master plan project that includes the district’s first formal long-range planning process, project goals and community partners to include the request for advisory committee participation.

Board Chair Kevin Richards thanked Courtney for the presentation and proceeded to the next agenda item.

Enrollment Report Update - 02/01/2023

Superintendent Jay Mathisen referred the board to page 128 of the board packet and explained the enrollment report by school and grade level. A question was asked about ADM, if it is based on the daily average. CFO Stacie Holmstrom clarified that yes, ADM w is the weighted average daily membership.

JCSD 509J Integrated Plan for Success Presentation

Director of Curriculum Melinda Boyle presented on the JCSD 509J Integrated Plan for Success (formerly SIA) that is an action item later in the meeting. She provided an independent handout and explained the 2023 Integrated Application presentation (reflected in pages 129-144 of the board packet). The presentation included the background; six programs & common goals; summary of program purposes; required planning process; community engagement highlights; needs assessment highlights; the JCSD equity lens; Our Plan – these priorities emerged; Our Plan – our intended outcomes, the strategies to help us achieve the intended outcomes; Our Plan – key investments/activities; Our Plan – tiered approach; summary of performance measures; longitudinal performance growth targets (LPGTs) and the 2023 review process.

A question was presented about the survey and whether there was guidance. Director of Curriculum Melinda Boyle explained they have a rubric; she shared about the focus groups and the needs assessment summary. After her thorough summary of the Integrated Plan for Success Chair Kevin Richards asked if the board have any questions. The board presented none.

Community Lead Concept Design & Next Steps

Chair Richards introduced Amanda Craig, Trust for Public Land and Ashley Ludwig, the Landscape Architect from ABLE Studio to present on the Madras Community Schoolyard (pages 145-187 of the board packet). After a thorough presentation, Chair Richards informed the board there is a proposed letter of support for their effort to seek funding for the Oregon Rural community Schoolyards Program in the action items this evening.

Policy Update – GCBA, Salary Placement for Licensed Staff - 2nd & Final Read

HR Director Debi Brazelton explained the proposed policy update for GCBA, Salary Placement for Licensed Staff as a 2nd and final read - explaining this policy is updated to give the certified employees all the credits they earned - pointing out and making it clear the changes will not go into effect until the fall of this year (2023), allowing time for review of all personnel files and account for the credits as noted.

Board Chair Richards asked the board if they have any questions. The board presented no questions.

Facilities Update

Board Chair Richards introduced Operations Director Simon White to present on the facilities update.

Simon White summarized the facilities update by sharing information about MHS – On March 1, trucks with materials for the roof will come in, and roof will go under construction during spring break and summer. The soccer complex will be worked on, with the goal of having it completed in time for soccer season. Warm Springs K-8 Academy – the construction bid process is currently taking place; they would like to encourage bids for the project. Buff Elementary – Roof work and HVAC work. He also shared about the secure vestibules and that he hopes to have more information next month. He concluded his report by sharing about the HVAC work at JCMS.

JCESD 2023-2024 Local Service Plan

Jefferson County ESD Superintendent Shay Mikalson introduced himself and presented on the 2023-2024 Local Service Plan (pages 190-202 of the board packet). He summarized the serviced provided by JCESD; he noted that there is an open Culver board position and pointed out the Ashwood (position 1), Black Butte (position) and At-Large (position 6) will be on the ballot for the May election. He shared the administration with a special highlight that this is Barbara Garland’s seventeenth year in her role at JCESD she will be retiring from her position with the JCESD, that position was posted and Manda Currier was hired in that role. He explained the core services provided to the four component districts; summarized the revenues, annual performance measures, and explained what the board is requested to approve this evening as the 2023-2024 JCESD Local Service Plan. He concluded by explaining the programs or funding in addition to Local Service Plan dollars – government grants and contracts and asked the JCSD 509J board if they have any questions. The JCSD 509J board presented no questions.

Board Chair Richards thanked Superintendent Mikalson for presenting and proceeded to the public comments.

HEARING OF CITIZENS / DELEGATIONS / PUBLIC COMMENT [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 citizens to share comments or concerns. Because time is limited, as a standard practice, as a courtesy to others, and to maintain our meeting schedule, guests will be allotted three minutes to speak. If you have a group attending regarding the same topic, you will need to appoint one speaker. The Chair has authority to keep order and impose any reasonable restrictions necessary to conduct an efficient meeting. The Board reserves the right to delay discussion on any item presented until later in the meeting or at a subsequent meeting. Objective criticism of operations and programs may be heard, but no complaints concerning specific personnel, the visitor will be directed to the appropriate means for filing complaints as necessary.

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.

Rosetta Herkshan, submitted a comment **Option 2** (online) - Chair Kevin Richards read the comment into public record.

Please submit your comment here: *

It'ukdi chuxdiix, good evening. I am a Warm Springs tribal member, a parent and grandparent of students attending 509j, a community advocate, and also a member of the Title VI Indian Parent Committee. I am once again appealing to the board to assist in improving the complaint process, and in relation how resolution can be made on behalf of our community when addressing concerns on communication with concerns within the education system. Resolution is two sided, meaning both (or more) parties involved in addressing concerns/complaints need to be satisfied with the process in question. What has been the norm is that the outcome of addressing concerns on behalf of students, the parent(s)/guardian(s) are referred to the complaint process. In that process the "investigation" is made, and the complainant is told that the issue is resolved, not having the option to express satisfaction with the conclusion drawn. How can we make this more amicable, more accessible, and simplified so there is equitable opportunity for families of students to be heard and taken seriously? I know we can take positive steps together to improve this process and reach a more inclusive resolution to these situations. Speaking from personal experience with the complaint process, there was a meeting where promises were made by the board chair and another board member, and thus far has not been followed through with. I know this can improve if we keep persevering and keep being persistent. I want to conclude with the "Board Goals" as stated on the district website of 509-j: "The board will work to improve and broaden communication with the large community by supporting and attending family engagement activities as well as supporting communication strategies and tools to build relationships and trust between the school district and the communities we serve(We care for each other). If the board takes this statement made on the 509-j school district website seriously, as I believe they do, I know there is ample opportunity to make improvements on this process and move forward in a positive direction. We do not want our students, and by extension our people, to continually feel dismissed and their concerns minimized when we can work together to advocate for them. I thank you for your time and the dedication that it takes to be in the positions that you hold, and that as our representatives you will take our concerns into consideration.

Chair Richards thanked Rosetta for submitting the comment and stated he will follow up with the Superintendent to bring some ideas forward to present to the board in an effort to improve the process.

Chair Richards proceeded to the action items on the agenda.

ACTION ITEMS

1. CONSENT AGENDA

- 1.1. Approval of Board Minutes of **January 9, 2023**
- 1.2. Personnel Action
- 1.3. Resolution #23-08, Misc. Grants & Donations
- 1.4. October 2022 – December 2022 Expenditure Summary
- 1.5. Financial Report

Laurie Danzuka motioned to approve the consent agenda as presented, motion passed unanimously – **Approved 5/0.**

2. PROPOSED POLICY UPDATE – GCBA, SALARY PLACEMENT FOR LICENSED STAFF – 2nd & FINAL READ

Jamie Hurd motioned to approve the proposed policy update, GCBA, Salary Placement for Licensed staff as presented; motion passed unanimously - **Approved 5/0**.

3. ESSER II FUNDS OF \$1.1M TO BE USED TO COMPLETE THE JCMS HVAC REPLACEMENT

Superintendent Mathisen explained the request for the board to approve the ESSER II Funds of \$1.1M to be used to complete the JCMS HVAC Replacement.

Jacob Struck motioned to approve the ESSER II Funds of \$1.1M to be used to complete the JCMS HVAC Replacement; motion passed unanimously – **Approved 5/0**.

4. SURPLUS EQUIPMENT/VEHICLE LIST

Superintendent Jay Mathisen explained Resolution 23-10, in alignment with the district policy - to declare surplus equipment, he referenced page 291 of the board packet.

Courtney Snead motioned to approve Resolution 23-10, to declare surplus property and sell property for fiscal year 22-23 as presented; motion passed unanimously – **Approved 5/0**.

5. JCSD 509J INTEGRATED PLAN FOR SUCCESS (SIA)

Jamie Hurd motioned to approve the JCSD 509J Integrated Plan for Success as presented; motion passed unanimously – **Approved 5/0**.

6. JCESD 2023-2024 LOCAL SERVICE PLAN

Laurie Danzuka motioned to approve the JCESD 2023-2024 Local Service Plan as presented; motion passed unanimously – **Approved 5/0**.

7. LETTER OF SUPPORT IN REGARDS TO TPLS LEGISLATIVE FUNDRAISING EFFORTS

Jacob Struck motioned to approve the letter of support in regards to TPLS legislative fundraising efforts as proposed; motion passed with one member abstaining due to potential conflict – **Approved 4/0, 1 abstained (Hurd)**.

8. *RESOLUTION 23-11, RESOLUTION TO APPROVE BUS PURCHASED THAT EXCEEDED \$150,000

Superintendent Mathisen explained the details of Resolution 23-11 about the bus purchase; the purchase threshold was surpassed by \$679, that is why is coming for board approval.

Chair Richards asked if there are any questions. Jacob Struck asked if this was something

that was just missed in the process, and it was approved in the budget. Superintendent Mathisen confirmed and stated that it was approved in budget.

There was a time of clarification that the added agenda addendum (47 pages) is located behind the orange divider following the initial board packet in the board member binder. This addendum includes the added three resolutions indicated with the *astrics on the agenda.

Jacob Struck motioned to approve Resolution 23-11 to approve the bus purchase that exceeded \$150,000 as presented; motion passed unanimously – **Approved 5/0**.

9. *RESOLUTION 23-12, AUTHORIZATION TO RATIFY CONTRACTS FOR JCMS HVAC AND MADRAS SEISMIC PROJECTS AND FEASIBILITY STUDY FOR SECURE VESITBULES

Superintendent Mathisen explained the documents representing Resolution 23-12 (pages 5-41 *of the added addendum agenda packet*) explaining the contracts for projects that are in progress and have been included in the 2022-23 budget appropriations, but are outside the scope of bond projects. The projects include, Madras Elementary Seismic Project, JCMS HVAC and the Secure Vestibules.

Discussion took place about the standard practice/approval of every contract and the thresholds – referring to both resolutions 23-12 and 23-13. Jacob Struck expressed that he agrees with this approval for these three projects listed because they are smaller and he understands the timeframe in process, but he is not comfortable with this as a standard policy practice moving forward. Superintendent Mathisen acknowledged Jacob Struck's comment and stated that we can get better at estimating the projects, the timeframe of multiple contracts and marking the ones we have in general, and as always, they are open to answering any applicable questions. Jacob Struck stated he is comfortable with that.

Laurie Danzuka motioned to approve Resolution 23-12, authorization to ratify contracts for JCMS HVAC and Madras Seismic projects and feasibility study for secure vestibules; motion passed unanimously – **Approved 5/0**.

10. *RESOLUTION 23-13, RESOLUTION TO ALLOW SUPERINTENDENT TO APPROVE CONTRACTS AS NEEDED TO ALLOW FOR PROJECTS TO MEET TIMELINE

Jacob Struck motioned to approve Resolution 23-13, to allow superintendent to approve contracts as needed to allow for projects to meet timeline; motion passed unanimously – **Approved 5/0**.

BOARD & SUPERINTENDENT HIGHLIGHTS

- Seeing the relationships at Madras Elementary.
- An event at JCMS – nice atmosphere and seeing staff work together on professional

development.

- Warm Springs language program.
- The full page spread about the Bond.
- Work done on the JCMS Parking lot.
- Seeing Jess in her new role.
- JCMS Academic awards.
- Basketball game – the culture at the game with cheerleaders, band and players.
- Board member recently spoke to a Bridges class, nice to see them so engaged.
- Seeing Simon in his role with work being done at WSK8.
- Appreciate the communication.
- Fun basketball games.
- Teachers sharing across schools.
- Staff who participated in the work session tonight... one week notice and they presented like that – impressive!

Book Study – Pivot

Board Chair Richards suggested that the board table the book study tonight given the hour; the board unanimously agreed.

REMINDERS MARK YOUR CALENDAR

- Next Board Leadership (9am) – **Tuesday, March 7, 2023** (*Kevin & Jamie*)
- Board Work Session @SSB – **Monday, March 13, 2023 @5:30PM**
- Regular Session Meeting @SSB – **Monday, March 13, 2023 @7:00PM**

MEETING CLOSURE/ADJOURNED

With no further business, Board Chair Richards adjourned the meeting at **9:12pm**.

**Draft to Board for approval at next meeting,
Monday, March 13, 2023**

Tessa Bailey, Executive Assistant

Board Chair Kevin Richards

Superintendent Jay Mathisen

Date

Date