



Jefferson County School District 509-J  
**Monday, April 10, 2023**  
**2022-2023 BOARD MEETING MINUTES**

**Regular Session (7:00pm)**

*Hybrid: In-person and Electronic Meeting via Zoom*

**MEETING LOCATION:**

JCSD 509J – SSB Board Room

445 SE Buff Street, Madras, OR 97741

[ACCESS ZOOM MEETING HERE](#)

Meeting ID: 830 3473 6125 Passcode: 587118

Phone +1 253 215 8782 US (Tacoma)

**2022-2023 Board of Directors:**

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

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**REGULAR SESSION (7:00PM)**

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

**ABSENT:** Jacob Struck

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

Board Chair Kevin Richards called the meeting to order at 7:00pm followed by the Pledge of Allegiance. Board Secretary accounted for board member attendance.

**AGENDA ADOPTION**

Board Chair Kevin Richards noted the proposed modification to the agenda – the student spotlight will move to approximately 7:45pm to accommodate the students in practice. He asked if there are any other updates. Superintendent Jay Mathisen noted the updated personnel sheet placed in the board member binders.

Laurie Danzuka moved to adopt the agenda as amended; motion passed unanimously –  
**Approved 4/0.**

**INFORMATION / PRESENTATIONS / REPORTS / COMMUNICATION / DISCUSSION ITEMS**

- *Student Spotlight – Oregon Battle of the Books Winners [Buff] – moved presentation to 7:45pm*
- **Student Representative Report**  
Student Representative Yael Carlon provided a student report on sports (baseball, softball, track and field, boys tennis, girls tennis, boy' golf and girls golf); upcoming events (Senior

Sneak; Met Gala Prom and end of 3<sup>rd</sup> Quarter); athletics and extracurricular budget importance; and graduation countdown (43 days).

- **Enrollment Report Update - 04/01/2023**

Superintendent Mathisen referred to page 5, and explained the enrollment report, sharing that we are down in numbers due to a practice of reporting in the data entry system when high school seniors graduates early. We will look into the options and may consider changing that practice in the future if possible.

- **OSBA Proposed Policy Update, March 2023, Vol. 67 No. 2 sch – 1<sup>st</sup> READ, 04/10/2023**

Superintendent Mathisen referred to pages 6-17 and summarized the OSBA proposed policy updates as follows:

1. AC-AR – Discrimination Complaint Procedure, Required
2. IGBHD – Program Exemptions\*\*, Highly Recommended
3. JFCF-AR – [Hazing, ]Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, or Teen Dating Violence Reporting Procedures – Student, Required
4. JGE – Expulsion\*\*, Required

Superintendent Mathisen explained the proposed policies are for first read this meeting and will be brought back next month for second and final read. He explained we are anticipating a larger group of updates coming in June or later.

Superintendent Mathisen asked if there are any questions. Jamie Hurd referred to page 13 of the board packet (page 2-2 of policy JFCF-AR) and asked about the change made to reflect 20 working days – she noted that the JCSD 509J board had previously updated policy to give 30 days and would like to keep it consistent. Superintendent Mathisen said that we would research it further, to see the legal requirement and be ready to report when we bring it back for the second and final read.

## **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.

Mack Gardner signed up (option 1) to speak about the merger of Jefferson County Fire & EMS. He reminded the board when he came to speak last year about the potential merger and shared that EMS is now part of the Fire District – they have merged their services. He provided handouts to each board member, explaining the merged services and a report ‘*Accomplishments 2022 Annual Report*’ provided by the Fire Chief Jeff Blake. He informed the board that he is available for any questions.

There were no questions presented. Board Chair Richards proceeded to the action items.

## **ACTION ITEMS**

### **1. CONSENT AGENDA**

- 1.1. Approval of Board Minutes of **March 13, 2023**
- 1.2. Personnel Action
- 1.3. Resolution #23-15, Misc. Grants & Donations (\$145,558)
- 1.4. Financial Report

Board Chair Richards explained that Vice-Chair Courtney Snead requested to pull the financial report for a comment. Courtney Snead referred to page 26 of the board packet (Monthly Financial Report) and pointed out the Over/(under) Budget column reflecting \$75,000 that we did not budget for - she would like to know more about that line item. CFO Stacie Homstrom explained the forest fees are no longer part of the state school funding formula. Jefferson County traditionally included the forest fees with the County School Fund and they were not truly county funds, she questioned the error; spoke with the county clerk which resulted in a correction. CFO Holmstrom made the correction (noting with an asterisk \*- revenue included within state formula) to reflect the change in county school funds and added the forest fees as additional revenue. Board Vice-Chair Courtney Snead satisfied with the explanation commended CFO Holmstrom for catching the error and proceeded with a motion.

Courtney Snead moved to approve the consent agenda as presented; motion passed unanimously – **Approved 4/0 (1-absent)**.

### **2. PROPOSED 2023-2024 JCSD 509J 190 DAY CERTIFIED CALENDAR**

Superintendent Mathisen explained the proposed 2023-2024 JCSD 509J 190 day certified calendar, explaining the process/discussion with the calendar committee; what was negotiated with the licensed employees and agreed in bargaining - he explained, pointing out the dates in February for grading day, professional development day and teacher workday.

Board Chair Richards asked if there are questions on the proposed 2023-2024 calendar; if not, he called for a motion.

Jamie Hurd made a motion to approve the 2023-2024 509J 190 Certified Calendar as presented; the motion passed unanimously – **Approved 4/0 (1-absent)**.

### **3. RFP APPROVAL / AUDITING SERVICES**

Superintendent Mathisen explained that there were two responses to the audit RFP that went out in March. He shared that it had been approximately thirty years that we have used the

same firm, not that we have been unsatisfied with the auditors we just feel it is necessary to have a fresh set of eyes on the process. He, CFO Holmstrom and Sherry Scribner in the business department, scored the proposals that were received. Umpqua Valley Financial scored highest and a Letter of Intent was sent out on April 7, 2023. The action item that is being requested is to allow Superintendent Mathisen and/or CFO Holmstrom to negotiate and sign the contract. The proposal is under the \$50,000 threshold for personal services contracts that require board approval, but since the auditor's report to the board, we felt it best to have the board approve the new firm.

Laurie Danzuka asked about best practice for auditing services and if there is something that they should be aware of, as a board. CFO Holmstrom explained that board policy states that every five years the board should review the contract with the auditor. She said she brought it up to the board last year, but decided to wait considering the transitions taking place in the School Support Building.

Board Chair Richards asked if there were any more questions. With no additional questions, he called for a motion.

Courtney Snead made the motion to grant Superintendent Jay Mathisen and CFO Stacie Holmstrom authorization to proceed and negotiate a contract with Umpqua Valley Financial as the new auditing firm; motion passed unanimously - **Approved 4/0(1-absent)**.

#### **4. SCHOOL RESOURCE OFFICER (SRO) CONTRACTS**

Superintendent Jay Mathisen referred to pages 32-37 of the board packet and explained the contract between JCSD 509J and Jefferson County for School District Resource Officer 2023-2024. The contract is an agreement to have two officers dedicated to the district. He expressed appreciation for the conversations with Sherriff Pollack and City Officials around the agreement and requested the board's approval.

Superintendent Jay Mathisen also shared about the Warm Springs (CTWS) SRO contract, he wants to note the change of Chief of Police in Warm Springs has delayed the process, but Simon White has reached out to them to work on the Warm Springs (CTWS) SRO contract and they hope to have that available for board approval in the coming months.

Discussion took place about this year's SRO contract compared to the previous year.

Board Chair Richards asked if there were any more questions. With no additional questions, he called for a motion.

Laurie Danzuka motioned to approve the Intergovernmental Agreement between JCSD 509J and Jefferson County for School Resource Officer 2023-2024 as presented; motion passed unanimously – **Approved 4/0 (1-absent)**.

#### **5. JCSD 509J & MADRAS AQUATIC CENTER RECREATION DISTRICT (MACRD) AGREEMENT 2023-2024**

Courtney Snead recused herself from the conversation about the Madras Aquatic Center

Recreation District (MACRD) agreement.

Superintendent Mathisen explained the agreement with the Madras Aquatic Center Recreation District. He expressed how grateful we are for the partnership and the programs provided.

Discussion took place about contract and the involvement of the athletic director.

Board Chair Richards asked if there were any more questions. With no additional questions, he called for a motion.

Jamie Hurd motioned to approve the JCSD 509J & Madras Aquatic Center Recreation District (MACRD) Agreement 2023-2024 – **Approved 3/0** (1-absent, 1-recused).

Board Chair Richards announced that the students for the evening’s student spotlight have arrived and proceeded to the presentation.

## **INFORMATION / PRESENTATIONS / REPORTS / COMMUNICATION / DISCUSSION ITEMS**

*(Continued)*

- **Student Spotlight** – *Oregon Battle of the Books Winners [Buff] – moved from the beginning of the meeting.*

District Librarian Ryan Dempsey provided an overview of the Oregon Battle of the Books and its History. Four Buff Elementary students (Jase Feigner, Caleb Cramer, Lucas Cramer and Ezekiel Meissel) were recognized and received certificates and medals for their excellence as “The Smash Spirits” team – Buff Elementary School, 2023 Oregon Battle of the Books District Champions. Each student answered a question for the board and shared the title of their favorite book.

The board asked them a few questions and wished them well at their competition to take place this Saturday. Communications Coordinator Joseph Prechtl took the opportunity to photograph the team with the board of directors.

## **BOARD & SUPERINTENDENT HIGHLIGHTS**

- Mariposa logo is great.
- FFA – opportunities in leadership, job preparation, etc.
- Staff who work directly with students; a lot of “balls in the air” right now. Nice to see the relationships with students.
- State fundraiser – nice to see how our community shows up.
- Progress on the soccer field.
- Videos of our district – great to see.
- Ribbon cutting for soccer field.
- Legislative update.
- Bond work taking place.
- Middle School career day.
- Baseball, softball, track.
- All the kids out for spring sports.

- The early childhood program.

**REMINDERS MARK YOUR CALENDAR**

- Next Board Leadership (9am) – **Tuesday, May 2, 2023** (Kevin & Jacob)
- 1<sup>st</sup> Budget Committee Meeting @SSB – **Monday, May 8, 2023 @5:30PM**
- Regular Session Meeting @SSB – **Monday, May 8, 2023 @7:00PM** or immediately following the Budget Committee Meeting
- 2nd Budget Committee Meeting @SSB [if needed] – **Monday, May 15, 2023 @5:30PM**
- **May 16, 2023** – Election Day

***Important Note:** Dates, times and locations of the events listed are subject to change with little or no notice, please check the JCSD 509J website for school board, individual school and performing arts center information on the various events scheduled throughout our district: <https://www.jcsd.k12.or.us/>*

**MEETING CLOSURE/ADJOURNED**

With no further business, Board Chair Richards adjourned the meeting at 8:03pm.

**Draft to Board for approval at next meeting,  
Monday May 8, 2023**

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Tessa Bailey, Executive Assistant

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Board Chair Kevin Richards

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Superintendent Jay Mathisen

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Date

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Date