



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

Monday, August 14, 2023 2023-2024 BOARD MEETING

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: 890 2191 0110 Passcode: 742086

2023-2024 Board of Directors:

Chair Kevin Richards, Vice Chair Courtney Snead, Laurie Danzuka, Jacob Struck

REGULAR SESSION MINUTES

ATTENDANCE: Chair Kevin Richards, Vice Chair Courtney Snead, and Jacob Struck

ABSENT: Laurie Danzuka

CALL TO ORDER / PLEDGE OF ALLEGIANCE/ BOARD OF DIRECTORS ATTENDANCE

Board Chair Kevin Richards called the meeting to order at 6:35pm followed by the Pledge of Allegiance. Board Secretary noted board attendance.

Board Chair Richards noted we have a full agenda this evening, if there are no questions or comments he called for a motion to adopt the agenda.

AGENDA ADOPTION

Superintendent Jay Mathisen noted the updated personnel sheet placed in the board binders.

Vice Chair Courtney Snead made a motion to adopt the agenda as presented with the update to the personnel for hire as noted; motion passed unanimously – **Approved 3/0**.

INFORMATION / PRESENTATIONS / REPORTS / COMMUNICATION / DISCUSSION ITEMS

- **Recap of Work Session Interviews / Process**

Board Chair Kevin Richards said they just wrapped up interviews for the JCSD 509J, position 2 vacancy; the Board are pleased to have eight qualified candidates. He stated that the 509J Board will take time independently, to thoroughly review the information, along with public comments and letters of support received and plan to make a decision and appoint the position at the next regular board meeting.

Chair Richards proceeded to the next item on the agenda and asked Courtney Snead to speak about the topic.

- **OSBA Summer Conference Recap (Laurie & Courtney)**

Vice Chair Courtney Snead shared that she, Director Laurie Danzuka, Board Secretary Tessa Bailey and a couple of the JCSD Board members attended the OSBA Summer conference in Salem last weekend. She wanted to highlight some of the great things from sessions she attended:

- Laurie Danzuka was one of the longest serving board members attending the conference.
- They talked about balanced governance – many Boards across the state shared challenges working with each other, which makes her very glad for the culture and teamwork of our JCSD 509J School Board.
- One of the most impactful parts of the conference was of keynote speaker, Dr. John Hodge, who wrote the book, “You Can Get in the Way.” He spoke how one caring adult in the building can change the trajectory of one kid’s life, no matter what roadblocks they have. Director Snead said she is reading the book and would recommend it to others.
- She also attended the workshops on parliamentary procedures and will be sharing information with fellow board members about some of the things she has learned.

- **Leadership Retreat Recap**

Superintendent Jay Mathisen shared about the 2023-2024 Leadership Retreat.

- He shared that the retreat was well attended with 21 staff members in leadership which consists of school administrators and the school support team. We had a full agenda with true collaboration and strategic work with focus on our indicators by level.
- He explained that we have launched a bit of collective learning with a book, in focus – titled “Unreasonable Hospitality” by Will Guidara. He provided all board members with a copy of the book and highly recommended they join along in the read as we continue to foster a culture of caring for each other at Jefferson County School District.
- He shared that the interaction at the retreat left the school support team (SST) feeling we have really good people on staff here at JCSD 509J.

- **Budget Committee Vacancy Updates**

Chair Kevin Richards said there are two 509J Budget Committee vacancies posted on the JCSD 509J website with a deadline of September 6, 2023.

- **School Year Start Update**

- **HR Hiring**

Superintendent Jay Mathisen asked HR Director Debi Brazelton to share a snapshot of this year’s vacancies and hiring status compared to this time last year.

HR Director Debi Brazelton shared that we are in good shape relatively speaking, we have hired earlier than usual. We have had a few late resignations which always happens. The Middle School Music position has been posted. All teaching positions at Buff, JCMS, MHS, Madras Elementary, Mariposa and Metolius have been filled. WSK8 has some vacancies, but we are in good shape.

Superintendent Mathisen explained we are keeping an eye on class sizes right now and we will make some best decisions on that, but nothing out of the ordinary for this time of year.

HR Director Debi Brazelton explained that Madras Elementary has a counselling position that needs to be filled that has been changed to a Student Services Coordinator position. An Instructional Coach position has not been filled, but we have good plans. The only concern at this time is the Middle School Music Teacher out at Warm Springs.

Vice Chair Courtney Snead asked, how we are compared to prior years at this time. HR Director Debi Brazelton stated she can only speak for last year, and we are really positive compared to last year at this time.

○ **PD in August**

Superintendent Mathisen asked Curriculum Director Melinda Boyle to talk about this topic. Curriculum Director Melinda Boyle said today our facilitators are working on their presentations and getting ready for our staff (August 29 & 30) – that is very exciting.

School Leadership will take place at JCMS tomorrow. Next week is our New Teacher Induction Program. Tuesday they will go to Warm Springs Museum and learn about our communities. We have about 32 new teachers right now. Board members are invited to attend any of the professional development trainings.

Superintendent Jay Mathisen, shared with board members, if they are interested in attending any of the professional development sessions, he recommends two dates, lunchtime at Warm Springs Museum and at Madras High School. Melinda Boyle said she will mail out an agenda to board members.

○ **Other**

Superintendent Jay Mathisen asked Operations Director Simon White to briefly share a facilities update as the 'other' topic line item, and reminded board members that next month the JCSD 509J Board Work Session will focus on facilities and there will be a much more detailed walk through, project-by-project on sites.

Simon White summarized the following:

- ✓ CTE - substantial completion will take place the week of September 4, 2023 and end on September 11, 2023. We are at a mad-dash to the end.
- ✓ Soccer field – the goal is to have athletes on the field on September 4, 2023. They are practicing at the middle school at this time.
- ✓ Madras Elementary seismic work is getting done.
- ✓ WSK8 (classroom addition) is coming along there was a little hiccup due to a sewer line, but we are looking at April 2024 / early spring move in date.
- ✓ The JCMS HVAC is up and running – we are grateful for that.

Director Jacob Struck asked if there will be a combination of ribbon cutting for the work Madras High School and the soccer complex.

Communications Coordinator Joey Prechtl explained that we do not currently have ceremonies scheduled, they are being discussed. He is meeting with the athletic director this

week and they will plan for the soccer complex ribbon cutting and he will keep the board informed.

Board Chair Kevin Richards suggested, as the school year progresses to have a ceremony for the CTE facilities. Superintendent Mathisen concurred, that is a great idea and shared that they will consider a tour of the soccer facilities and the CTE facility since they are so close for the September board work session.

Director Jacob Struck asked if they are going through the final punch list without rushing to ensure they give us the best work possible before they leave the site. Simon White confirmed, yes, we are taking that into account, we are doing some problem solving, it is a mad-dash as we start the school year, but it will be a fantastic outcome.

- **Summer School Recap**

Curriculum Director Melinda Boyle reported on the summer recap.

Melinda Boyle shared that 435 students attend our programs at three sites, Bridges High School, WSK8 Academy and Madras High School. She shared some of the exciting programs/activities taking place:

- ✓ Huckleberry harvest with our partnership with Culture & Heritage
- ✓ High Desert Museum
- ✓ Lava Cave
- ✓ Fire Departments at Jefferson County and Warm Springs
- ✓ Splash Pad (kinder)
- ✓ Swimming at MAC
- ✓ Focusing on Literacy, Math and STEM (science, technology, engineering and math).

Board Chair Richards proceeded to the next agenda item.

English Learners in Oregon – Annual Report 2021-2022 (published June 2023)

Jay Mathisen shared that the annual report is provided in the board packet (pages 17-53) and Melinda Boyle added some highlights –

- enrollment in ELL has been declining;
- we have 398 students today, that does not include the incoming kindergarteners.
- We have identified 18-20 Kindergarteners annually

Melinda Boyle shared some of the information provided in the annual report, and said one of the new stats are newcomers from outside of the US - we currently have 15 newcomers. Melinda Boyle closed by sharing that this report is 2021-2022, so the data is a few years old.

A brief board discussion took place about some of the statistics shared in the report and Board Chair Kevin Richards 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.

Board Chair Kevin Richards reminded the board of directors that they will not be reading the letters that continue to come in about the board vacancy at this time, but will include them in the information received on the applicants and requested that they please take the time to review them.

[In-persons from sign-in sheet - no notes or formal written comment submitted to the board secretary; therefore, the following is a brief summary of the topic shared as a public comment during the meeting.]

Reina Estimo – [summarized] Likes the process of allowing the public an opportunity to share input on the applicants for the board position – she filled hers out very carefully. There was not a lot of input on the interview process. She appreciates what Director Snead had to say about teamwork of the board. She wants to emphasize diversity. She was happy to see that one candidate that wasn't from Warm Springs talk about diversity. Wants to encourage the board to not be scared of diversity or other view points; growth happens in discomfort. Consider candidates that are diverse from what they already have. Also, consider candidates that don't have a high learning curve, that have been involved in education and background, and someone that will advocate on behalf of Warm Springs students. She believes in equity and equality – more attention needs to be on the Warm Springs students. She also wants to comment on the Warm Springs tour for new teachers– she thinks it has been watered down a lot – she loves the museum, but thinks it is “romanticizing” the native life - she suggests a tour, driving around and seeing what is the current situation of our student population on the reservation – a tour around the entire reservation. She also offered her experience in a safety training (if needed) and has informed some district staff of her interest.

Chair Kevin Richards thanked the speaker for sharing and proceeded to the action items on the agenda; he said if there are no questions or comments he would like to call for a motion on the consent agenda.

ACTION ITEMS

A. CONSENT AGENDA

1. Approval of Regular Session Board Meeting Minutes of **July 14, 2023**
2. Approval of Executive Session - Action Only - Meeting Minutes of **July 14, 2023**
3. Personnel Action
4. Resolution #24-05, Misc. Grants & Donations (\$33,584)

5. Quarterly A/P Vouchers / Report
6. Financial Report (w/letter to Board of Directors, from OR SOS, OR Audits)
7. RFP – Food Services

Vice Chair Courtney Snead made a motion to approve the consent agenda as presented, motion passed unanimously – **Approved 3/0.**

Director Snead also noted for the record, the interest rates have increased so much, and she hopes it has helped our district in consideration of the reserve funds. Superintendent Mathisen concurs in the fantastic benefit of the higher interest rate at this time.

B. APPROVE 2022-2023 SUPERINTENDENT EVALUATION

Chair Richards explained that the board went through the annual superintendent evaluation last month in executive session, and Director Snead penned the board comments to prepare the final evaluation.

Vice Chair Courtney Snead commented for the record, that the board established three goals for 2023/2024: *1) Recruitment and retention of district staff; 2) Mentoring and growing our own leaders; and 3) Long-range planning for facilities and financial sustainability.*

Chair Kevin Richards stated that the board appreciated the personal notes that Superintendent Mathisen provided in preparation for that evaluation meeting – it was very helpful in their review process.

Director Jacob Struck motioned to approve the 2022-2023 Superintendent Evaluation as presented; motion passed unanimously – **Approved 3/0.**

C. METOLIUS AWARD (NOTICE TO PROCEED)

Superintendent Jay Mathisen explained the bid on the Metolius project and the contract to award Bremik Construction to proceed. Superintendent confirmed with Operations Director Simon White that the contract was just received today, they knew it would be a tight schedule. The action for the board votes this evening is to proceed to award Bremik Construction to move forward on the Metolius Elementary improvements.

Director Jacob Struck motioned to approve the Metolius project award to Bremik construction; motion passed unanimously – **Approved 3/0.**

D. BUFF / MADRAS ELEMENTARY ARCHITECTURAL SERVICES

Jay Mathisen explained the Architectural Service Agreement for Madras Elementary and Buff Elementary Schools (pages 158-176 of the board packet) explaining the circumstances with the original architect no longer going to provide those services and we would like to move forward, and SAJ Architecture agrees to provide those services at no increased cost.

Director Jacob Struck asked if they are deferring any responsibility to the prior design, or is the contractor holding full responsibility to the design. Superintendent Mathisen said we can ask and confirm that question and circle back with the answer once confirmed. Chair Kevin Richards asked if there are any more questions or comments and called for a motion.

Courtney Snead made a motion to approve the Buff and Madras Elementary Architectural Services

Agreement with SAJ Architecture as presented; motion passed unanimously – **Approved 3/0.**

E. 2023-2024 WARM SPRINGS SRO CONTRACT

Chair Kevin Richards explained the Warm Springs SRO Contract and said it is not the exact dollar amount but a placeholder figure; Superintendent Jay Mathisen clarified that the dollar amount is based on last year's contract and may change slightly; he also explained there were minor adjustments made to the contract with considerate review by legal counsel. They are asking the board to approve rather than waiting until September, knowing they will be working from the dollar amount and may require slight adjustments.

Director Jacob Struck asked for confirmation that the amount of representation and visibility has not changed. Superintendent Mathisen confirmed, that is correct.

Chair Kevin Richards asked if there were any more questions or comments and called for a motion.

Director Jacob Struck made a motion to approve the Contract for the Warm Springs SRO for the school year 2023-2024; motion passed unanimously – **Approved 3/0.**

Chair Kevin Richards proceeded to the next agenda item.

BOARD & SUPERINTENDENT HIGHLIGHTS

- Board retreat was good time. Looking at the progress in the superintendent evaluation process was good and we are encouraged to see the team is progressing year to year.
- Impressed by the candidates applying for the JCSD 509J Board, position 2. A lot of comments made during the interviews were unique and evident that a lot of people care about contributing to the community.
- Tribal Council was a positive experience. Impressed by data that was shared and how we are using the dash board is next step – encouraged by the work.
- Staff retention – some former staff members returning because they want to work here.
- Hired Assistant Superintendent Shay Mikalson.
- Hired Special Services Director Kevin Gehrig.
- Word is getting out – this is a good place to be.
- Impressed with the team, the caliber of individuals and the way we care for each other.

REMINDERS MARK YOUR CALENDAR

Next Board Leadership (9am) – **Tuesday, September 5, 2023** (Kevin & Laurie)

Regular Session (Location: SSB) – **Monday, September 11, 2023**

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/>

Board Chair Richards requested that Board Secretary connect with the Curriculum Director for a copy of the Professional Development Schedule and distribute the information to the board members via email.

MEETING CLOSURE/ADJOURNED

With no further business, Board Chair Richards adjourned the meeting at 7:28pm.

Draft to Board for approval at next meeting,

~~**Monday, August 14, 2023**~~

Monday, September 11, 2023

Tessa Bailey, Executive Assistant

Board Chair Kevin Richards

Superintendent Jay Mathisen

Date

Date