



Jefferson County
School District 509J
UNITE. ENGAGE. SOAR.

Jefferson County School District 509-J

Monday, February 10, 2025

2024-2025 BOARD MEETING

MEETING LOCATION:

Hybrid: In-person and Electronic via Zoom available for both meetings

Jefferson County School District 509J (Board Conference Room)

445 SE Buff Street, Madras, OR 97741



[ACCESS ZOOM MEETING HERE](#)

Phone: 253 215 8782 US (Tacoma)

Meeting ID: 810 6274 8184 Passcode: 238399

2024-2025 Board of Directors:

Chair Courtney Snead, Vice-Chair Jacob Struck, Laurie Danzuka, Kevin Richards and Regina Mitchell

(Immediately following Work Session or 7:00PM)

REGULAR SESSION MEETING MINUTES

BOARD OF DIRECTORS ATTENDANCE: Vice Chair Jacob Struck, Laurie Danzuka, Regina Mitchell and Kevin Richards

ABSENT: Courtney Snead, Laurie Danzuka [*Laurie Danzuka left the meeting at 7:02pm*]

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / BOARD MEMBER ROLL CALL

In the absence of Board Chair Courtney Snead, Vice Chair Jacob Struck called the meeting to order at 7:01pm.

2. AGENDA ADOPTION

Kevin Richards made a motion that to adopt the agenda as presented; motion passed unanimously – **Approved 3/0.**

Vice Chair Jacob Struck announced the public hearing for finding facts for the GM/GC for the Warm Springs K-8 HVAC Project.

3.

OPEN THE HEARING: 7:02 pm

PUBLIC HEARING FOR FINDING OF FACTS FOR THE CM/GC FOR THE WSK8 HVAC PROJECT

PUBLIC NOTICE: The Board of Directors of the Jefferson County School District 509J will meet in the Board Room at 445 SE Buff Street, Madras, OR 97741 on Monday, February 10, 2025, at 7:00 p.m. for the purpose of taking comments on the Board's draft findings for an exemption from the competitive bidding requirements of the Oregon Revised Statutes Chapter 279C as related to the Warm Springs K-8 Academy HVAC improvements. The project includes:

Any interested person may appear and present comment.

- Presentation
- Public Comment
- Opportunity for Public Input on Finding of Facts for the CM/GC for the WSK8 HVAC project.
- Board discussion (formal decision/vote will take place during the "Action Items" later on in the agenda)

PUBLIC HEARING FOR FINDING OF FACTS FOR THE CM/GC FOR THE WSK8 HVAC PROJECT - Continued

Superintendent Jay Mathisen introduced Mike Tiller of Tiller Schoolhouse Consulting, LLC., as the owner's representative to manage the projects funded by the bond, who explained the public hearing on the CMGC contracting method.

Mike Tiller explained the benefits of the CMGC method, including more informed design, integrated participation, and cost savings. He provided details on the timeline for the project, emphasizing the need for a tight schedule due to the complex nature of the project; and clarified that subcontractors will still be selected through a low bid process, ensuring competition.

Mike Tiller asked if there are any questions. Vice-Chair Jacob Struck clarified that when Mr. Tiller said June to August timeframe he is referring to 2026, for construction. Mr. Tiller confirmed, yes, that is correct.

Vice-Chair Jacob Struck asked if there are any other questions or public input. None was presented.

CLOSE / ADJOURN THE HEARING

With no additional questions or public input, Vice-Chair Jacob Struck informed the board they will have the opportunity to take action on this request later in the meeting and adjourned the public hearing at **7:09pm**.

4. RECONVENE REGULAR SESSION

Vice-Chair Jacob Struck reconvened in regular session at 7:09pm.

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

5.1 Student Representative Report

Superintendent Jay Mathisen said that Yashira is not here this evening, but she provided a solid student representative report on pages 12-16 of the board packet.

5.2 Enrollment Report

Superintendent Jay Mathisen, directed board members to page 17 of the board packet and explained the enrollment report – at this time, we are down five or six students from last February.

5.3 Receipt of Notice and Distribution (Kathleen Rae Link Olson)

Superintendent Jay Mathisen asked Curriculum Director Billie White to share about this topic, and directed board members to page 18 of the board packet to view the obituary notice, provided by the daughter of Kathleen Rae Link Olson for their information.

Billie White shared - we would like to thank the trust of Kathleen Rae Link Olson, who donated \$40,000 to the school libraries at Buff Elementary, Madras Elementary, Metolius Elementary and Warm Springs Elementary. Kathy passed December 14, 2024 at 85 years old. She started teaching career as a fourth-grade teacher in San Jose, California, and in 1961 she moved with her husband to his hometown of Madras, Oregon, where she began teaching third grade at Warm Springs Elementary, and they lived in the teacher housing. She quickly became pregnant with their first child, and left teaching to raise her family. Billie White explained her research led her to find out

that during that time they could not teach past seven months pregnant. In 1983 with two of Kathleen's three children in college, she commuted for a year to Monmouth to earn her elementary librarian certificate from Western Oregon State College. The following year, she was hired as a librarian at Metolius elementary and she continued to work there until retiring in 1991 as a Chamber of Commerce Teacher of the Year. Kathy was also 30-year member of the Jefferson County Library Board. After her retirement, she researched and recounted the history of the Jefferson County Library, including countless hours spent at the Madras Pioneer office, reading old issues. She completed 'Pages of the past, a history of Jefferson County Library' in 2008 then self-published the book and registered the copyright at the Library of Congress. Her donation is split evenly between the four elementary schools, allowing them to add to their libraries within the next years. Buff and Madras plan to expand their Spanish library to start, and Metolius is looking for STEM activities that students can check out and Kindles, so students can start reading on those devices as well.

The board thanked Curriculum Director Billie White for the report and expressed heartfelt gratitude to the trust of Kathleen Rae Link Olson.

5.4 Discussion about 509J Board Meeting Start Time

Superintendent Mathisen explained a proposed change to the start time of regular session board meetings to 6:30PM (rather than 7:00PM) to better align with workshop end times.

Kevin Richards said he supports the change, noting it would be more efficient and respectful of everyone's time. Regina Mitchell agrees with the change, noting that workshops often run late, making the current start time impractical. Vice-Chair Jacob Struck asked if we need board action to make that change, or is this a leadership change that could be noticed. Superintendent Mathisen explained, it is something that he thinks they could change and notice going forward; they did approve the board calendar, but he thinks they can move forward with it logistically (by changing the start time) when they are in agreement, and it is up to the board when they want that change to begin.

Board discussion took place – they notice that they usually wind up sitting around for 20 to 30 minutes for seven o'clock because that's the time that the regular session is posted, it makes sense to make this change.

The JCSD 509J board agreed (three present members) to start meetings at 6:30 PM starting next month (March 2025), with proper notice given in public notices (agenda postings).

5.5 2025-2026 JCESD Local Service Plan – Action Item

Assistant superintendent Shay Mikalson explained it is a privilege to serve for 509J, but he also gets to serve as Jefferson County ESD superintendent, and explained, the process that we are undergoing tonight is an opportunity for the 509J board, as one of the four component school districts, to weigh in on the JCESD Local Service Plan for next year. As a quick summary he explained, that we receive a fractional percentage of the same state school fund that we do as a district for all the students in Jefferson County. And that four and a half percent of the state school fund per pupil weighted goes to Jefferson County ESD, and it is our job to work with our component school districts, their superintendents throughout the year to make sure we are tailoring services that meet their needs.

JCESD Superintendent Shay Mikalson summarized:

- ✓ The role of the Jefferson County ESD in providing IT, school psychology, and speech-language services to component school districts.
- ✓ It outlines the proposed local service plan for the next year, which includes continuing

current services and seeking additional grants.

- ✓ It highlights the importance of efficiency at scale and expertise in providing these services.

The board briefly discussed the vacancy on the ESD board (Black Butte) and the process for filling that position. They also discussed the vacant advisory board positions.

JCESD Superintendent Mikalson explained the recruitment and retention challenges in school services; the difficulty in recruiting and retaining speech language pathologists and school psychologists, highlighting the regional success in these areas. He emphasized the importance of collective team support and the isolation felt by those in positions like school psychologists. He mentioned the need for efficiency and expertise in the region to ensure equity of access for smaller districts.

A board member asked about the consistent services and if there are any lessons learned as an ESD, they could use better or differently.

JCESD Superintendent Mikalson explained the use of three key levers of conversation (excellence, equity and efficiency) to find middle ground on services for component districts; and he spoke to the vision statement of the ESD. We try to find areas that can bring efficiency at scale for four component school districts and technology is a great example of that. There is no way within the resources of our four districts that each of them could stand up anywhere close to what we could do collectively. That kind of efficiency at scale is something we look to. Another aspect would be areas of expertise, such as school psychologists, speech and language pathologists; and he highlighted the administrative cost reductions achieved through grants and other resources to support core service areas.

A board member asked whether or not the three levers are the same for other districts or if they have the same goals, or is there work toward getting them to agree to the same goals?

JCESD Superintendent Mikalson explained that the three levers are clearly just a reflection back from the four component school districts. It is a constant conversation. Perhaps those districts would want more of those services, (more speech services, more school psych, more technology, etc.) and it is just a balance within our budget - hats off to those who have managed with less than four FTE coming from this local service plan for a decade plus. The number of services that continue to grow within that, like everyone, we are just trying spread our services as wide as they can, while also the reality is that we are not in a position that it can be continued, to increase in the staffing numbers.

A board member asked whether there is one school district that manages all of the funds that come in. JCESD Superintendent Mikalson explained that Jefferson County ESD manages the funds and the distribution percentages among districts, and discussed the state statute requirement that at least 90% of resources go back to services agreed upon by the component school districts. He also emphasized the importance of annual reapproval of services to ensure alignment with district needs.

JCESD Superintendent Mikalson said there would be an opportunity later for the board to take action on the menu of services that are listed in the local service plan.

With no further questions or discussion Vice Chair Struck proceeded to the next agenda item.

5.6 OSBA Proposed Policy Updates (*November 2024 – Vol. 70 No. 1 sch*), 2nd & FINAL Read – Action Item

- 5.6.1 AC – Nondiscrimination and Civil Rights, **Required**
- * ~~5.6.2 AC AR(1) – Discrimination or Civil Rights Complaint Procedure, **Required**~~
- * ~~5.6.3 GBN/JBA – Sexual Harassment, **Required**~~
- * ~~5.6.4 GBN/JBA AR(1) – Sexual Harassment Complaint Procedures, Delete~~
- 5.6.5 GCBDA/GDBDA – Family and Medical Leave * **Highly Recommended**
- 5.6.6 GCBDA/GDBDA-AR(1) – Family and Medical Leave * Delete
- 5.6.7 GCBDA/GDBDA-AR(1) – Family and Medical Leave * **Highly Recommended [New version]**
- 5.6.8 GCBDC/GDBDC – Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave (Safe Leave) *, **Highly Recommended**
- 5.6.9 GCBDC/GDBDC-AR – Request for Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave, **Highly Recommended**
- 5.6.10 GCBDD/GDBDD – Sick Time *, **Highly Recommended**
- 5.6.11 IKF - Graduation Requirements**, **Required**
- 5.6.12 IKFB - Graduation Exercises, **Optional**
- * ~~5.6.13 JBA/GBN – Sexual Harassment, **Required**~~
- * ~~5.6.14 JBA/GBN AR(1) – Sexual Harassment Complaint Procedures, Delete~~
- 5.6.15 JECA - Admission of Resident Students**, **Highly Recommended**
- * ~~5.6.16 JFE – Pregnant and/or Parenting Students**, **Required**~~
- 5.6.17 JHCD - Medications**/*, **Required, New**
- 5.6.18 JHCD-AR - Medications**/*, **Required, New**
- 5.6.19 JHCD/JHCDA - Medications**/*, Delete
- 5.6.20 JHCD/JHCDA-AR - Medications**/*, Delete

5.7 OSBA Proposed Policy Updates (*December 2024 – Vol. 70 No. 2 sch*) – 2nd & FINAL Read

- 5.7.1 GBNA/JHFF - Suspected Sexual Conduct w/Students and Reporting Requirements * **Required**
- 5.7.2 HFF/GBNA - Suspected Sexual Conduct with Students and Reporting Requirements * **Required**

**These policies and/or ARs will not be included for update, as noted last meeting*

Superintendent Jay Mathisen explained the proposed policy updates that are presented to the board for their second and final read this evening.

A board member asked about the leave policy, and if the Human Resource department has given input on the update, if it is required, and if employees are required to use their sick leave first.

Superintendent Mathisen confirmed, yes, we follow the new guidance and the HR department and key people do review and select to implement the appropriate language prior to the policy coming to the board for review. Also, the leave updates come highly recommended based on the new family leave policies, which does increase our costs.

A board member asked if the update to the graduation policy that is marked as “required”, does that mean it is part of the legislative updates and therefore a requirement. Superintendent Jay Mathisen confirmed that is correct, and there is an additional policy called graduation exercises that is “optional”

and we have selected to bring that forward because it codifies our practice for regalia to be worn for our ceremonies, we have done that for years.

With not further discussion or questions Vice-Chair Struck proceeded to the public comment.

6. 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.

[No notes or formal written comment submitted to the board secretary; therefore, the following is a brief summary of the public comment presented during the meeting]:

Reino Estimo signed-in to speak.

Vice-Chair Jacob Struck called on Reino Estimo to speak.

Reino Estimo shared issues and concerns about the community athletics league (formerly COBO) and shared the opinion and expectation of the importance of our 509J district to support our students even when they participate in community sports. They represent our schools and the community, and they participate in our schools and facilities – we should advocate for them.

Vice-Chair Jacob Struck thanked Reino Estimo for taking the time to share the public comment/concern.

With no other public comments, Vice-Chair Jacob Struck proceeded to the action items.

7. ACTION ITEMS

7.1 CONSENT AGENDA

- 7.1.1 Approval of Board Minutes of **January 13, 2024**
- 7.1.2 Personnel Action
- 7.1.3 Resolution #25-08, Misc. Grants & Donations (\$42,500)
- 7.1.4 Financial Report

Kevin Richards made a motion to approve the consent agenda as presented; motion passed unanimously – **APPROVED 3/0.**

7.2 ADOPT OSBA PROPOSED POLICY UPDATES (NOVEMBER 2024 – VOL. 70 NO. 1 SCH) – Sixteen policy updates detailed in 5.6 above (5.6.1– 5.6.20) *[to include marked out]*

Kevin Richards made a motion to approve the proposed OSBA policy updates for November 2024, detailed on the agenda in section 5.6 (5.6.1-5.6.20); motion passed unanimously – **APPROVED 3/0.**

7.3 ADOPT OSBA PROPOSED POLICY UPDATES (DECEMBER 2024 – VOL. 70 NO. 2 SCH) – Two policy updates detailed in section 5.7 above (5.7.1 – 5.7.2)

Kevin Richards made a motion to adopt the proposed OSBA policy updates for December 2024, noted on the agenda in section 5.7 (5.7.1 – 5.7.2); motion passed unanimously – **APPROVED 3/0.**

7.4 RESOLUTION 25-09 [PUBLIC HEARING ITEM #3 ON THE AGENDA] GRANTING BIDDING EXEMPTION, AUTHORIZING CONSTRUCTION OF WSK8 HVAC, CM/GC

Regina Mitchell made a motion to approve Resolution 25-09 [public hearing item #3 on the agenda] granting bidding exemption, authorizing construction of WSK8 HVAC, CM/GC; motion passed unanimously – **APPROVED 3/0.**

7.5 ATHLETIC CO-OP AGREEMENT WITH CULVER SD FOR GOLF

Kevin Richards asked if this is the same co-op that they approved last year. Superintendent Jay Mathisen confirmed, yes it is the same as last year.

Kevin Richards made a motion to approve the athletic co-op agreement with Culver school district for golf; motion passed unanimously – **APPROVED 3/0.**

7.6 2025-2026 JCESD LOCAL SERVICE PLAN

Regina Mitchell made a motion to approve the 2025-2026 JCESD Local Service Plan; motion passed unanimously – **APPROVED 3/0.**

8. BOARD & SUPERINTENDENT HIGHLIGHTS

- The Iron Chef competition at the Middle School was very impressive.
- The work session this evening was great – it shows the great work going on in our district, how it speaks to our district and the pride in our work.
- JCMS wrestling event last week was excellent. A lot of other schools were there and it reflects well on our athletes.
- Career Day – we appreciate schools providing these opportunities for community relations and continued learning for students.
- Impressive presentation by one of our board members, Laurie Danzuka at an all-day training at WSK8 that had 50+ educators. Very thoughtful, well done and greatly appreciated.
- Recognizing that graduation rate was the highest it's ever been – hats off to all the people that had work in that.
- Dual credit enrollment went up. Celebrating wins in our schools.

9. REMINDERS MARK YOUR CALENDAR

- JCSD 509J Board Leadership – **March 4, 2025, 9am** (Courtney & Kevin)
- Next JCSD 509J Board Work Session & Meeting – **Monday, March 10, 2025 @5:30pm, @WSK8**
- Classified Employee Appreciation Week – **March 4-8, 2025**

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/>*

10. MEETING CLOSURE/ADJOURNED

With no further business, Vice-Chair Jacob Struck adjourned the meeting at **7:52pm**.

Draft to Board for approval at next meeting,

Monday, March 10, 2025

Tessa Bailey, Executive Assistant

Board Chair Courtney Snead

Superintendent Jay Mathisen

Date

Date