



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

Jefferson County School District 509-J

Monday, June 9, 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: 835 6751 6206 Passcode: 016810



2024-2025 Board of Directors:

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

REGULAR SESSION BOARD MEETING MINUTES

BOARD OF DIRECTORS ATTENDANCE: Chair Courtney Snead, Laurie Danzuka, Regina Mitchell and Kevin Richards

ABSENT: Vice Chair Jacob Struck

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

Board Chair Courtney Snead called the regular session meeting to order at 5:30pm, followed by the Pledge of Allegiance. Board Secretary noted board member attendance for the record.

2. AGENDA ADOPTION

Superintendent Jay Mathisen made the board aware of the personnel update that was placed in the board members binders.

Board Chair Courtney Snead called for a motion with the updated personnel sheet.

Kevin Richards made a motion to adopt the agenda with the amendments; motion passed unanimously – **APPROVED 4/0 (1 absent)**.

3.

BUDGET HEARING

Board Chair Courtney Snead called the budget hearing meeting to order at 5:33 PM and explained the purpose of this meeting is to allow the public an opportunity for input on the [\[JCSD 509J Proposed Budget 2025-2026\]](#), for the 2025-2026 school year. This budget will be presented to the Jefferson County School District 509J Board of Directors for board adoption this evening during the regular session

BUDGET HEARING - Continued

Board Chair Courtney Snead called for any public comments/input on the 2025-2026 budget.

There were no comments presented in-person, online via Zoom, or from the embedded link in the agenda to submit comments online.

With no comments presented Board Chair Courtney Snead recessed or adjourned the budget hearing at 5:34PM.

REGULAR SESSION BOARD MEETING RECONVENED

Immediately following the Budget Hearing, Board Chair Courtney Snead recessed any action from the budget hearing until later during in the regular session action items.

Board Chair Courtney Snead called the regular session back to order [open to the public] and immediately went into an executive session.

EXECUTIVE SESSION [CLOSED TO THE PUBLIC]:

Start Time: 5:34PM

Board Chair Courtney Snead announced, in accordance with ORS 192.660(2)(i) the board will meet to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to regular session.

Board discussion took place in closed session to discuss Superintendent Jay Mathisen's performance evaluation for 2024-2025.

Board Chair Courtney Snead adjourned the executive session.

End Time: 6:29PM

REGULAR SESSION BOARD MEETING RECONVENED

4. CALL TO ORDER TO RECONVENE IN REGULAR SESSION

Board Chair Courtney Snead called the regular session back into order at **6:30pm**.

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

5.1 Honoring the Promise Scholarship Recipients

[Lillerai Kuehl-Bennetm Kylee Orozco and Nakomis Rivera]

Vice-Chair Kevin Richards explained the promise scholarship process and this year's recipients. He introduced one of the recipients (Nakomis Rivera) who was able to attend the board meeting this evening.

Vice-Chair Kevin Richards introduced Promise Scholarship recipient Nakomis Rivera and asked him to share what he has planned for college.

Nakomis Rivera shared that he plans to attend Linfield University this fall for computer engineering.

Board members congratulated Nakomis on his accomplishments and Communications Director Joseph PrechtI captured a group photo of Nakomis Rivera with board members, the superintendent and assistant superintendent.

5.2 Student Representative Report - Yashira Chavero, MHS *[w/potential new student rep]*
Yashira Chavero graduated and was not present at the meeting; but, MHS Principal Tony Summers introduced Chloe Carillo, an incoming sophomore as the new student representative for the 2025-2026 school year. Principal Summers asked Chloe Carillo to share a little about herself.

Chloe Carillo shared her extracurricular activities with the board and said she is very excited to be here in her new role as 509J student rep.

Superintendent Jay Mathisen asked Chloe a favorite memory so far in her time at Madras High School. Chloe shared that her favorite has been the opportunity to meet so many new people and do a variety of things – broadening her horizon and getting into activities that she hasn't been involved in before.

Board Chair Courtney Snead suggested an introduction of those around the table. The superintendent, assistant superintendent and each board member introduced themselves.

5.3 Staff Housing with Rooted Homes Update

Superintendent Jay Mathisen explained that Rooted Homes is ready to go, but we are hesitant because they think that the majority of our certified staff would not qualify (too high of income) and explained in more detail. They will be take a look again with the survey data of those interested. They will be looking into options and will keep the board informed.

Discussion took place about a possible timeline.

Superintendent Jay Mathisen said he will bring an update to the board in July.

5.4 Enrollment Report

Superintendent Jay Mathisen directed board members to page 5 of the board packet and explained that we are up fourteen students from a year ago.

5.5 Curriculum Adoption – Action Item

[Science (Middle School) & Health (all grades)]

Superintendent Jay Mathisen explained that there is curriculum adoption materials section in the board packet (pages 6-16) and he introduced Director of Curriculum Billie White to present on the topic.

Director of Curriculum Billie White presented on the Curriculum Adoption, sharing the following:

- Our Why - Collaborative teams implement a guaranteed and viable curriculum, unit by unit, class by class (utilizing district adopted curriculum and unit plans).
- The Materials Adoption Process
 - High quality, relevant instructional materials
 - Materials aligned to current standards
 - Materials that harness current research
 - How students learn
 - Best instructional practices
 - Materials that meet legal requirements - state regulations
 - Materials that are culturally responsive, free of bias, and accessible by all students
- JCSD Leadership Teams
- Overview of Adoption Process
- Health selection [Grades 6-8] –
 - ***The Great Body Shop***
Publisher: The Children's Health Market
- Health selection [Grades 9-12]
 - ***Comprehensive Health Skills for High School***
Publisher: Goodheart Willcox
- Science selection [Grades 6-8]
 - ***Stemscopes Science 6-8***
Publisher: Accelerate Learning

5.6 Bargaining / Contract Negotiations Update

Superintendent Jay Mathisen provided a brief update – they have met with the certified association for five bargaining sessions, tomorrow evening will be the sixth, it is a full-reopener with that group - they are very close, both for finance and language items – this is a full contract reopener with that group. Right now, there is some agreement that this will be a three-year agreement. The tone has been very positive, the problem-solving has been pretty solid; we have maintained relationship very well. This will be an agreement that is fair and a good one for our employees and that the district will value over the years.

Superintendent Jay Mathisen shared that the classified will begin this week and the approach is quite different – the classified has been without a regional representative who is typically assigned, they had a mid-year resignation; someone will be coming from

the state office on Wednesday. This is a re-opener on finances and one language item a piece for the next two years.

If things go well we hope to have the documents to the board in August or September – they hope to have them ratified, but sometimes it takes longer and we may be in to the August or September timeframe now that the school year is ended.

Superintendent Jay Mathisen asked Board Chair Courtney Snead if she has anything to add as she has been in on the conversations. Board Chair Courtney Snead said she has nothing to add - good conversations.

Board Chair Courtney Snead asked if there are any questions – there were none.

5.7 Proposed Update to 2025-2026 JCSD 509J Board Meeting Calendar – Action Item

Superintendent Jay Mathisen explained that we are bringing this board meeting calendar back, it was approved in a prior meeting. The only changes are to the July meeting (Thursday, July 17, 2025) and the August board retreat date (Thursday, August 14, 2025). The board can still have discussion about the dates, and if the board agrees, they will be added firm as the July and August board meeting dates.

Board Chair Courtney Snead asked if there are any questions – there were none.

5.8 2025-2026 Board Leadership Meeting [out of sequence/order in presentations*]**

*Superintendent Jay Mathisen explained that this item is open for discussion, it is here to see if the board would like to continue the format (board chair and one rotating member) meeting with him the Tuesday prior to the board meeting to prepare the final board meeting agenda. He asked if it was working for them and if they would like any changes; he is open to suggestions.

Board Chair Courtney Snead asked Superintendent Mathisen how he likes it and if it is helpful for him. He said he likes it and appreciates the time that the board can meet after the exec team meets on Monday to finalize the topics and six days before the meeting so the agenda can be adjusted as needed.

Board discussion took place. They all agreed that the current format works well for them.

One board member mentioned the board packet and the possibility of having it to them on Wednesday or Thursday. Superintendent Mathisen explained that it is a possibility but there are various departments and documents to come together for it to be finalized in one or two days. The board member said it not expected but a thought for consideration.

Board Chair Courtney Snead said what she is hearing from the board to keep the board leadership meeting the same. Superintendent Jay Mathisen said we will do that, and bring the final document before the board next month for their calendars.

5.9 Staffing and Hiring Update

*Superintendent Jay Mathisen explained that this will be Melinda Boyle's last board meeting as the JCSD 509J Director of HR; he asked for Melinda to come and update the board on hiring.

Director of HR Melinda Boyle provided the board with a hiring update for the board. She shared that they have hired seven new certified educators to join our team – two 1st grade teachers, a dual language teacher and a music position at WSK8 & Buff; PE at JCMS and two special ed positions. She explained the exciting thing is, four of them are our own MHS graduates as part of the Grow Your Own program.

Director of HR Melinda Boyle also shared that we have given out seven scholarships to MHS seniors this year for the 'Grow your Own', and excited to follow their growth and join us back here again, as teachers. That was a total of \$23 thousand dollars for the scholarships – a great tribute to them.

Director of HR Melinda Boyle shared there are three positions open right now, two special education teachers and a dual language teacher at Buff Elementary. Hiring is a little slower this year because there was movement due to attrition. She asked if there are any questions on the hiring. There were no questions presented by the board.

*[*The 2025-2026 Board Leadership Meeting agenda item was inadvertently skipped – please see 5.8 above].*

5.10 Student / Board – Funds and Support Process and Budget

Superintendent Jay Mathisen directed board members to page 18 of the board packet and explained the proposed framework for a decision-making process. This was in response to some students that came to a previous board meeting to request support.

Superintendent Jay Mathisen explained to the board that \$500 is what we are offering as that is what was provided to the students who requested support at the previous meeting. He explained that this is not absolute, just internal framework to have a process for the board to refer to if needed.

Board discussion took place and clarification requested about the second to the last paragraph regarding the *superintendent to work with board leadership and staff to execute support contributions*. The superintendent shared the proposed thoughts - when a request is made, there is a collective process with board leadership of thinking through the consideration and come to an agreement on the amount provided; this is to give the board space, to not have to come to an immediate decision.

Kevin Richards expressed that he thinks it is a wise decision, it is nice to have and the only thing he would add – if there is some contribution provided that the student has some kind of follow-up to the board; maybe some protocol for them to follow- it could be informing

the board that there is a performance that they are doing or an event that is happening, or a brief write-up, it doesn't have to be presenting at a board meeting, but just a summarized follow-up.

The board agreed with the suggestion.

Superintendent Jay Mathisen said he will add that suggestion and explained that he will share this proposed document with the principals, and if it goes well, and at some point it may come back in a board packet in a formal format to be used in the future.

Laurie Danzuka asked for clarification – is this for students only or is it open to an organization or a club (school associated) – example: the Key Club requesting funds for Operation Rudolph.

Kevin Richards said he thinks it would fit within this criteria but it would also be at the discretion of whatever decision is made by the board. He shared that he likes this because it encourages a 'student spotlight'.

Chair Courtney Snead suggested to adjust the proposed document to include student and clubs.

Superintendent Mathisen said we do have a policy of fundraising, but this seemed different enough that it was a good fit to have this information added within the policy. He said we will make some adjustments and have it ready to go.

With no further discussion on the topic, Chair Courtney Snead proceeded to the public comment section on the agenda.

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.

There were no comments submitted online or in person. Chair Courtney Snead proceeded to the action items.

7. ACTION ITEMS

7.1 CONSENT AGENDA

- 6.1.1 Approval of Board Minutes of **May 12, 2025**
- 6.1.2 Personnel Action
- 6.1.3 Resolution #25-15, Misc. Grants & Donations (\$163,766)
- 6.1.4 Financial Report

Laurie Danzuka made a motion to approve the consent agenda as presented; motion passed unanimously – **APPROVED 4/0 (1 absent)**.

7.2 Resolution #25-14 To Adopt The 2025-2026 Budget

Regina Mitchell made a motion that the Jefferson County School District 509J Board of Directors adopt the proposed 2025-2026 budget in the amount of \$102,603,905 and to levy property taxes in the amount of \$4.5871 per \$1,000 of assessed value for operations and to impose property taxes in the amount of \$4,105,979 for debt service on general obligation bonds.; motion passed unanimously – **APPROVED 4/0 (1 absent)**.

7.3 Revised/Updated 2025-2026 Board Meeting Calendar

Kevin Richards made a motion to approve revised/updated 2025-2026 Board Meeting Calendar as presented, motion passed unanimously – **APPROVED 4/0 (1 absent)**.

7.4 Resolution #26-01, 2025-2026 Annual Procedures (Effective July 1, 2025)

Board Chair Courtney Snead directed board members to page 32 of the board packet and asked Superintendent Mathisen if there were any changes. Superintendent Mathisen explained, yes there were changes – CFO Brad Henry was added in two places designated for signatures.

Laurie Danzuka made a motion to approve Resolution #26-01, 2025-2026 Annual Procedures (Effective July 1, 2025) as presented; motion passed unanimously – **APPROVED 4/0 (1 absent)**.

7.5 Curriculum Adoption - Science (Middle School)

[*see below]

7.6 Curriculum Adoption – Health (All Grades)

Regina Mitchell made a motion to approve/adopt *both curriculums for Science (Middle School) and Health (all grades) as presented; motion passed unanimously – **APPROVED 4/0 (1 absent)**.

8. OTHER BUSINESS

Board Chair Courtney Snead referred board members to page 18 of the board packet as an example of other business. Superintendent Mathisen explained that this line item was placed there as a place holder for topics such as the one discussed on page 18 and they may see it

on future agendas, giving the board an opportunity to raise other matters not previously voted on.

There was no other business - Board Chair Courtney Snead proceeded to board and superintendent highlights.

9. BOARD & SUPERINTENDENT HIGHLIGHTS

- MHS & Bridges Graduation ceremonies were fantastic. A credit to leadership and staff at both schools.
- All graduations and promotions were special.
- Logistics for both graduation ceremonies were smoothly oiled running machines - kudos to Tony, Jess and others for all their hard work. Very, very cool.
- Ceremony at Buff – a lot of work went into the family night. Thrilled to see the culture in that building.
- Enjoyed graduation ceremonies. The Awards / Scholarship that the students received was amazing. The hats for the ceremonies were great.
- WSK8, 8th Grade ceremony was packed; so many proud parents and so many kids – loved seeing the pride of the families as the students transition to the next level.
- Had the opportunity to attend a meeting with our FAN leadership – nice collaboration; hope to see more in the future. Nice to share the various resources available to our students and families.
- 4th Grade field trip to High Desert Museum – our bus drivers are amazing. Madras Elementary 4th graders were so well behaved, they had so many great questions about all of the things they got to see.– it was fantastic.
- Echo everything said about the graduations....it is impressive how our families show up early, stay late, to celebrate and honor the accomplishments of our students as they walk across the stage.
- Compliments to CFO Brad Henry – congrats on the budget. Foundational work and we appreciate your leadership on the financial side and our HR team.

10. REMINDERS MARK YOUR CALENDAR

- JCSD 509J Board Leadership
- JCSD 509J 2025-2026 **Proposed** Board Retreat– ***Thursday, August 14, 2025 [8:30am – 12:30pm]**
- OSBA Summer Board Conference (Salem Convention Center) – **August 8-10, 2025**
- NIEA Convention & Trade Show, Spokane, WA – **October 8-11, 2025**
- OSBA Annual Convention, Portland Marriott Downtown - **November 6-8, 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/>

Superintendent Mathisen called attention to the OSBA Summer Board Conference and asked that they contact the board secretary if they are interested in attending the OSBA Summer

Board Conference. He said he does not have plans to go, but if there is a board member (or two) attending he will plan to attend. Board discussion took place – both Laurie Danzuka and Regina Mitchell plan to attend.

11. MEETING CLOSURE/ADJOURNED

With no further business, Board Chair Snead adjourned the meeting at 7:27pm.

Draft to Board for approval at next meeting,
***Thursday, July 17, 2025**

Tessa Bailey, Executive Assistant

Board Chair Courtney Snead

Superintendent Jay Mathisen

Date

Date

PHOTOS FROM THE EVENING:



Left to Right, Back: Superintendent Jay Mathisen and Assistant Superintendent Shay Mikalson
Left to Right, Front: Kevin Richards, Chair Courtney Snead, Promise Scholarship Recipient Nakomis Rivera, Laurie Danzkuka and Regina Mitchell.



MHS Principal Tony Summers and incoming 2025-2026 Student Representative Chloe Carillo [background: Billie and Simon White]