



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

**Monday, August 12, 2024**

**2024-2025 BOARD RETREAT**

**MEETING LOCATION:**

**\*Big Muddy**



Meeting location: Currant Creek Lodge

One Muddy Road, P.O. Box 227, Antelope, OR 97001

**REMOTE ACCESS NOT AVAILABLE AT THIS MEETING**

**In-Person Only / Note Location \*Board Members will meet at the**

**SSB, District Office in Madras @10:30am to commute to Big Muddy**

**2024-2025 Board of Directors:**

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

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# REGULAR SESSION MEETING MINUTES

**BOARD OF DIRECTORS ATTENDANCE:** Chair Courtney Snead, Vice Chair Jacob Struck, Laurie Danzuka, and Regina Mitchell

**ABSENT:** Kevin Richards

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

Board Chair Courtney Snead called the regular session meeting to order at 3:00pm – she immediately announced for the record that the Executive Session is rescheduled until September 9, 2024 due to the nature of the meeting (superintendent’s evaluation) and a board member absence. The Pledge of Allegiance was recited, roll call taken and the board secretary documented board member attendance.

## 2. AGENDA ADOPTION

Superintendent Jay Mathisen informed the board that the personnel sheet in the consent agenda was updated to reflect the latest hires and the update is provided in the board binders.

Board Chair Courtney Snead called for a motion to adopt the agenda.

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

Board Chair Courtney Snead proceeded to the next agenda item and opened to the presenters.

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

#### **3.1 2024-2025 Board Leadership Schedule w/new officers**

Superintendent Jay Mathisen directed the board members to page 14 of the board packet and explained that this (2024-2025 Board Leadership Schedule) was discussed in the July board meeting; the board expressed the desire to keep the format of meetings as they were in the past, rotating one board member each month to meet with the board chair and superintendent to prepare the board meeting agenda - this schedule reflects the scheduled rotation. The day and time of the meeting each month remains the same (Tuesday morning at 9am).

#### **3.2 Summer Programs Update**

Laura Contreras-Weiss provided an independent handout titled *Dual Language Updates and 21<sup>st</sup> Century Summer Acceleration Program Highlights*, and presented the following:

- Summer Acceleration Program
  - Bridges High School (grades KG-8<sup>th</sup>)
  - WSK8 (grades KG-8<sup>th</sup>)
  - MHS (grades 9<sup>th</sup> & Credit Recovery)

She provided some background information, stating that the goal of the 21<sup>st</sup> Century Community Learning Center Grant is to ensure all students have access to before-and-after school care, summer-care and experiences and we do that by focusing on academic enrichment, extended programming and meaningful family engagement opportunities.

She provided information on each individual site that includes: site coordinator, secretarial support, number of staff, peer and/or student teachers and the number of students in each. She also shared some important highlights on each location with a great group of photos for the board members to enjoy.

She asked if there were any questions or comments.

Board Chair Courtney Snead made a comment that she had some feedback from parents and experienced for herself as a parent that there was not a lot of understanding around when summer acceleration started or the timing. She said, thankfully with their connections they were able to find out, but we need to think about and be more planful to communicate the information earlier (perhaps at the end of the school year) – well in advance. She hopes that feedback will be helpful in the future planning.

Laurie Danzuka said she would piggyback on that comment to say - she went back into ParentSquare history to see if there was information previously shared and she could not find any, and ParentSquare is typically updated well in advance.

Laura Contreras-Weiss thanked the board members for their comments and said, they have an accumulative list documenting ways they can improve on their process - this information will be added as they consider changes in the future.

In closing, Laura Contreras-Weiss invited board members to the family celebration 'Popsicle Party' on August 16<sup>th</sup> and provided a flier reflecting the grades, times and locations.

Board Chair Courtney Snead proceeded to the next agenda item and called for the presenter.

Superintendent Jay Mathisen introduced the proposed OSBA Policy Updates in an independent 74-page packet and explained this is provided as a 1<sup>st</sup> read, which will allow board members time to review the policy updates more thoroughly and present any questions they may have before the 2<sup>nd</sup> and final read at the September board meeting.

**3.3 OSBA Policy Update – (April 2024), 1<sup>st</sup> Read – Policies include the following:**

- 3.3.1** AC – Nondiscrimination, Required
- 3.3.2** CB – Superintendent, Highly Recommended
- 3.3.3** CBC – Superintendent’s Contract, Optional
- 3.3.4** CBG – Evaluation of the Superintendent, Required
- 3.3.5** CCG – Evaluation of Administrators, Required
- 3.3.6** EBBB – Injury or Illness Reports, Required
- 3.3.7** EBC/EBCA – Emergency Procedures and Disaster Plans, Delete
- 3.3.8** EBCA – Safety Threats\*\*, Required, New
- 3.3.9** GBN/JBA – Sexual Harassment, Required
- 3.3.10** GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements\*\*, Required
- 3.3.11** GBNAB/JHFE-AR(1) – Reporting of Suspected Abuse of a Child, Required
- 3.3.12** GBNAB/JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises, Highly Recommended, (no updates)
- 3.3.13** IGBAF – Special Education – Individualized Education Program (IEP)\*\*, Required
- 3.3.14** IGBAF-AR – Special Education: Individualized Education Program (IEP)\*\*/\*, Required
- 3.3.15** IGBAG – Special Education – Procedural Safeguards\*\*, Required
- 3.3.16** JBA/GBN – Sexual Harassment, Required
- 3.3.17** JGAB – Use of Restraint or Seclusion\*\*, Required
- 3.3.18** JGAB-AR – Use of Restraint or Seclusion\*\*, Required
- 3.3.19** JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements\*\*, Required
- 3.3.20** JHFE/GBNAB-AR(1) – Reporting of Suspected Abuse of a Child, Required
- 3.3.21** JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises, Highly Recommended, (no updates)
- 3.3.22** KBA-AR – Public Records Request, Highly Recommended

### 3.4 Other Proposed Policy Updates – 1<sup>st</sup> Read

3.4.1 JOA – Directory Information

3.4.2 JOB - Personally Identifiable Information

Superintendent Jay Mathisen also wanted to make it clear that the last two proposed policy updates reflected under 3.4 Other Proposed Policy Updates – 1st Read are not part of the OSBA policy updates; the specific change on these was because there is information that is needed in order to share information with our education leaders in Warm Springs as we collaborate together – sometimes around grants and sometimes around programming, so we worked with legal counsel to get those policies updated and they are included as a separate section to reflect those proposed updates.

Superintendent Jay Mathisen explained that the proposed policy update packets are provided in a manner the board members can easily take with them to review, if they have any questions or concerns they can contact him – he is happy to help in the review process to be prepared for September’s meeting.

Board Chair Courtney Snead asked if there are any that may require more review because of deliberation in the update process. Superintendent Jay Mathisen confirmed, there is not – but he will bring more of an executive summary to help explain the updates for the 2<sup>nd</sup> and final review in September.

With no other questions or comments regarding the proposed policy updates Board Chair Courtney Snead proceeded to the next agenda item.

## 4. 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 **10am today [the date of the board meeting]** because of the commute, 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 during the meeting or via the online process. Board Chair proceeded to the action items.

## **5. ACTION ITEMS**

### **5.1. CONSENT AGENDA**

- 5.1.1 Approval of Board Minutes of **July 11, 2024**
- 5.1.2 Personnel Action
- 5.1.3 Resolution #24-02, Misc. Grants & Donations (\$13,502)
- 5.1.4 Financial Report

Board Chair Courtney Snead called for a motion on the consent agenda.

Jacob Struck made a motion to approve the consent agenda as presented; motion passed unanimously – **APPROVED 4/0**.

Laurie Danzuka reminded leadership to send thank you letters for the grants and donations as done in previous years.

## **6. BOARD & SUPERINTENDENT HIGHLIGHTS**

- Summer Acceleration – awesome to see the students excited about things they are learning.
- Community relations – a meeting hosted by Best Care was recently attended and the conversations and guidance on the thought-provoking topics (mental health, suicide prevention, drug and alcohol addiction, etc.) are helpful as we consider what is going on in our schools and if there is information that can be shared.
- Operations Director Simon White and assigned staff's efforts is greatly appreciated for all the work currently taking place in/on our facilities throughout the district – there is A LOT of great things taking place and it is evident. Thank you!
- Good learning experience to observe the work of the Legislative Policy Committee. It is very important to learn how we can advocate for our schools / district.
- Attended a state-wide work group meeting (about 30 people) to learn about state-wide funding and is encouraged by changes, current service levels, and the continual learning process as we continue.
- Grateful for the Leadership Retreat that took place in Maupin a bit over a week ago – the leadership team we have at 509J is great and the work that continues behind the scenes by the staff and others, often goes unseen but continues to impress and inspire. Encouraged for the new school year with this team.

Board Chair Courtney Snead shared the reminders with board members.

## **7. REMINDERS MARK YOUR CALENDAR**

- Labor Day, NO SCHOOL – **Monday, September 2, 2024**
- JCSD 509J Board Leadership – **September 3, 2024, 9am** (Courtney & Laurie)

- JCSD 509J Inservice – **August 26, 2024 through September 3, 2024, 9am** (see schedule)
- JCSD 509J First Day of School for Students, – **Wednesday, September 4, 2024**
- Next JCSD 509J Board Work Session & Meeting - **Monday, September 9, 2024 @5:30pm**, SSB Boardroom

***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/>

**8. MEETING CLOSURE/ADJOURNED**

With no further business Board Chair Courtney Snead adjourned the meeting at 3:29pm.

**Draft to Board for approval at next meeting,  
 Monday, September 9, 2024**

\_\_\_\_\_  
 Tessa Bailey, Executive Assistant

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 Board Chair Courtney Snead

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 Superintendent Jay Mathisen

\_\_\_\_\_  
 Date

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 Date