



Jefferson County School District 509-J  
**Monday, September 9, 2024**

**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 +1 253 215 8782 US (Tacoma)

Meeting ID: 834 5657 7209 Passcode: 419821

**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:** 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 meeting to order at 7:00pm followed by the Pledge of Allegiance. Board secretary noted board member attendance for the record.

Board Chair Courtney Snead asked for any questions or changes to the agenda, with none, she called for a motion to adopt the agenda.

**2. AGENDA ADOPTION**

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

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

**3.1 SRO Update – possible action item**

Superintendent Jay Mathisen provided a brief update sharing we do not have the School Resource Officer (SRO) contracts for approval tonight, but we do have SROs in place at the

schools. We do have an SRO working full time at Warm Springs K-8. He explained some progress that has been made from last year's discussions in order to finalize the contracts, and concluded, we hope to have the SRO contracts finalized to bring to the October board meeting.

### 3.2 **Land Transfer – Warm Springs – action item**

Superintendent Jay Mathisen directed board members to pages 4-8 of the board packet and explained a letter from December 7, 2016, from the Confederated Tribes of Warm Springs to then Superintendent Rick Molitor, Re: 'Reversion of District-Owned Portion of Former Elementary School Site to Tribe", and explained that the transfer of land was never completed and after conversations with the tribe, WSK8 and the district, we feel it is important to complete the transfer. The request for the board this evening is to approve moving forward to work on this, and the first step will be to provide a letter of concept to the tribes; which will allow them to pursue grants. He said we will probably be crafting a letter in the next week. He explained there is a map in the packet that shows the location.

Board discussion took place. Jacob Struck asked if it will affect the modulars where we have Roots. Superintendent Mathisen explained that we have two modulars, one is at the WSK8 and the other location is still the home of Roots where we would preferably allow them the ability to provide those services.

Board Chair Courtney Snead asked if there are any further questions. None were presented; she proceeded to the next agenda item.

### 3.3 **Follow-up from Board Retreat**

#### 3.3.1 Board Communication and Engagement

Superintendent Jay Mathisen directed board members to page 9 of the board packet and explained the *Executive Summary: Board Communications and Engagement* as a response to discussions from the August Board Retreat related to Board Goals. He explained that a theme emerged calling for increased levels of board communication between members and/or the superintendent and board opportunities to engage in school visits, this document are suggestions for board engagement and board communication that was prepared based on that discussion.

Board members were pleased with the suggestions provided in the document.

#### 3.3.2 Board Goals

Superintendent Jay Mathisen directed board members to page 10 of the board packet reflected in red, the update for 2024-2025, suggested to board during the board retreat is to goal #4. He asked Board Chair Courtney Snead if she would like to share as she made the suggestion based on what she heard from board members during the goal discussion.

Board Chair Courtney Snead said she made the update to #4 based on what she heard from the board at the retreat and this document is open for discussion and also on the list of board action items for approval later in the meeting.

There was no further discussion or updates to the 2024-2025 Board Goals update.

#### 3.4 **2024-2025 Start-up Enrollment Report**

Superintendent Jay Mathisen shared the independent handout, 2024-2025 start-up enrollment report and explained that this data is interesting, but we won't stand upon the data because we are at the start of the school year; we will run the report later after the enrollment updates from the schools and provide an update to the board. Superintendent Jay Mathisen explained the enrollment numbers in detail compared to the same timeframe a year ago.

Board discussion took place about the enrollment report. Discussion included, a question about working with fixed numbers; discussion and explanations about the state reports and funding; projections for the budget; and the pre-school daycare numbers.

#### 3.5 **NIEA Conference** (October 9-12, 2024)

Superintendent Jay Mathisen directed board members to page 11 of the board packet to show the draft agenda for the NIEA 2024, 55<sup>th</sup> Annual Convention; he explained that himself, two school administrators (Jess Wagner and Brent Walsh) who have not attended NIEA before, and three board members (Courtney Snead, Laurie Danzuka and Regina Mitchell) will be attending this year. He also shared that next year the NIEA convention will be in Spokane which may work out for us to bring students and a larger number of staff – that is the hope.

#### 3.6 **OSBA Annual Convention** (November 7-9)

Superintendent Jay Mathisen referred board members to pages 12-15 of the board packet and shared that the OSBA Annual Convention is coming up in November. Board Secretary will be sending out a Google document to track those who plan to attend; she will register them and reserve the accommodations and requested they check their calendars and respond as soon as possible.

#### 3.7 **OSBA Elections** – Nominations are Open! – *action item*

Board Chair Courtney Snead shared that the OSBA Elections are upon us, and nominations are now open. Laurie Danzuka shared that she needs to run for election for the position she is currently holding on the OSBA Board, position 3, Central Region and she is interested.

Board Chair Courtney Snead explained that the OSBA Board nominations is an action item later in the meeting and she is excited that we currently have a board member in that position that is interested and we can nominate her.

### 3.8 **OSBA Policy Update – (April 2024), 2<sup>nd</sup> & Final Read**

- 3.8.1 AC – Nondiscrimination, Required
- 3.8.2 CB – Superintendent, Highly Recommended
- 3.8.3 CBC – Superintendent’s Contract, Optional
- 3.8.4 CBG – Evaluation of the Superintendent, Required
- 3.8.5 CCG – Evaluation of Administrators, Required
- 3.8.6 EBBB – Injury or Illness Reports, Required
- 3.8.7 EBC/EBCA – Emergency Procedures and Disaster Plans, Delete
- 3.8.8 EBCA – Safety Threats\*\*, Required, New
- 3.8.9 GBN/JBA – Sexual Harassment, Required
- 3.8.10 GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements\*\*, Required
- 3.8.11 GBNAB/JHFE-AR(1) – Reporting of Suspected Abuse of a Child, Required
- 3.8.12 GBNAB/JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises, Highly Recommended, (no updates)
- 3.8.13 IGBAF – Special Education – Individualized Education Program (IEP)\*\*, Required
- 3.8.14 IGBAF-AR – Special Education: Individualized Education Program (IEP)\*\*/\*, Required
- 3.8.15 IGBAG – Special Education – Procedural Safeguards\*\*, Required
- 3.8.16 JBA/GBN – Sexual Harassment, Required
- 3.8.17 JGAB – Use of Restraint or Seclusion\*\*, Required
- 3.8.18 JGAB-AR – Use of Restraint or Seclusion\*\*, Required
- 3.8.19 JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements\*\*, Required
- 3.8.20 JHFE/GBNAB-AR(1) – Reporting of Suspected Abuse of a Child, Required
- 3.8.21 JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises, Highly Recommended, (no updates)
- 3.8.22 KBA-AR – Public Records Request, Highly Recommended

Superintendent Jay Mathisen referred board members to the 74-page independent handout and shared that these proposed policy updates were previously provided to the board for 1<sup>st</sup> read a month ago, and they are open for discussion, or as a 2<sup>nd</sup> and final read. They are added as an action item, but if there are question or concerns, the board can address them at this time. He explained that he provided a brief executive summary to explain some of the updates based on the legislative updates.

Board Chair Courtney Snead stated that the executive summary was very helpful and thanked Superintendent Mathisen. She asked if the board has any questions, none were presented; she proceeded to the next agenda item.

### 3.9 **Other Proposed Policy Updates – 2<sup>nd</sup> & Final Read**

- 3.9.1 JOA – Directory Information
- 3.9.2 JOB - Personally Identifiable Information

Superintendent Mathisen explained that these two policy updates are not part of the OSBA policy updates, that is why they are separate line items; the updates include needed information for our education leaders in Warm Springs as we collaborate together – sometimes grants and sometimes around programming; we have worked with legal counsel to get these policies updated and they are included as a separate section to reflect those proposed updates. They were also presented to the board review last month for the 1<sup>st</sup> read, and are included as action items later in the meeting.

Chair Courtney Snead requested clarification - is this something we were already doing and our policy needs to catch up, or is this a change/update needed in order to do we need to be doing.

Superintendent Mathisen explained that this is a change in order to update what we need to be been doing. Laurie Danzuka further clarified that this practice will help to identify students as needed in furthering our communication and collaboration between the district and the tribe.

Chair Courtney Snead proceeded to the public comments.

#### **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 **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.

[In-person, from sign-in sheet - 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]:

*Lorien Scott signed-in to speak. Lorien shared that she has a student currently enrolled in Warm Springs and she also has a Junior who has decided to return to Madras High School this year, after being enrolled at a traveling school out of Washington. Lorien said she would like to*

*acknowledge that she loves that we have all three languages in our schools; she likes the counselors they met with, she was very impressed with the information and opportunities for colleges, she's not sure how long that work has been taking place, or who that goes to, but she is very impressed with the work that has been done. Lorien said she heard the comments regarding preschool, her child had to be moved to their local area (Warm Springs) due to transportation, but the teachers are amazing, the curriculum is amazing and he is plugged in. In regards to the NIEA convention - Lorien said she would like to see more of our people on the ground going to the conference. It would be nice to see more of the people that are working with our youth attend the conference. She explained that she is an advocate for her daughter and she understands when she is redirected back to the high school to communicate her complaints, but she would like to see more people from those areas attend the conference because they are the ones that work with our youth and the parents – the conference works with skills, classes, development and things that work for them. There is also a week in February in that space (Native American education) that she believes would be great for our district. She explained that her daughter is struggling with communication in school, a lot is from coming from a small classroom to larger classrooms, that is another reason why she would like leaders of our youth to attend the conference so they can understand the people. She said she is glad her daughter is back in our district; she loves the work being done and she hopes we have a great school year.*

Board Secretary stated for the record, there were no online comments submitted.

Board Chair Courtney Sned thanked Lorien Scott for her comments and proceeded to the action items and called for a motion on the consent agenda.

## **5. ACTION ITEMS**

### **5.1. CONSENT AGENDA**

- 5.1.1 Approval of Board Minutes of **August 12, 2024**
- 5.1.2 Personnel Action
- 5.1.3 Resolution #24-03, Misc. Grants & Donations (\$15,610)
- 5.1.4 Financial Report

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

### **5.2. OSBA POLICY UPDATE - (APRIL 2024), 2ND & FINAL READ, AS LISTED IN 3.4.1 – 3.4.22 ABOVE.**

Laurie Danzuka made a motion to adopt the OSBA Policy updates (listed in section 3.4.1 through 3.4.22 of the board agenda) as presented for the 2<sup>nd</sup> and final read; motion passed unanimously – **APPROVED 4/0.**

### **5.3. POLICY UPDATE, JOA – DIRECTORY INFORMATION**

Regina Mitchell motioned to adopt the policy update to policy JOA (Directory Information) as presented; motion passed unanimously – **APPROVED 4/0.**

#### **5.4. POLICY UPDATE, JOB – PERSONALLY IDENTIFIABLE INFORMATION**

Jacob Struck motioned to adopt the policy update to policy JOB (Personally Identifiable Information) as presented; motion passed unanimously – **APPROVED 4/0.**

#### **5.5. LAND TRANSFER – WARM SPRINGS**

Jacob Struck made a motion to instruct district staff to investigate and draft a letter of proposal for the land transfer for Warm Springs as presented; motion passed unanimously – **APPROVED 4/0.**

#### **5.6. 2024-2025 BOARD GOALS**

Regina Mitchell made a motion to approve and adopt the 2024-2025 JCSD 509J Board Goals as presented; motion passed unanimously – **APPROVED 4/0.**

#### **5.7. OSBA BOARD NOMINATIONS**

Jacob Struck made a motion to nominate Laurie Danzuka for the OSBA Board, Position 3, Central Region; motion passed unanimously – **APPROVED 4/0.**

#### **5.8. SROS APPROVAL**

The SRO contracts were not available; therefore, no action was taken.

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

- With all the kids going back to school – we appreciate all the staff that makes that happen.
- Thanks for all the construction work that took place to improve our schools. Hats off to Simon for the work that has been done to make sure the schools are open and ready for staff and students; understanding that there is work continuing, but there has been a lot of work taking place on a tight time schedule. Thank you for all those who have made it happen.
- We want to recognize teachers who have worked at home to prepare for the school year as construction was taking place on the schools. It shows their dedication.
- Impressed by the measures that have taken place to secure our entrances on all the schools – it is important that we spent the money for those important projects to ensure the safety of our students and the staff.
- It's nice to hear comments within the school and community about how pleased they are with changes that have been taking place in our district.
- Nice to see our athletes back to school.
- The WSK8 Ribbon cutting the BBQ and all the work that happened over the summer.
- Kindness! We appreciate all the staff that are kind and helpful, getting things done that needed to get done for the start-up of the school year.
- The work that has taken place on our facilities, our Board commitment, Melinda Boyle, Billie White, Tony Summers and all the principals, the partnership with our community, the highly engaged activities taking place with our teams.

- We appreciate the Board and proud of the work in our district.
- Pleased to hear encouraging conversations at WSK8 ribbon cutting – good things are happening in our district and schools.
- Great start to the language program.
- A lot happened this summer. We thank all the staff and really appreciate all the work in our district. A lot of awesome work.
- Thanks for the work – everybody!

**7. REMINDERS MARK YOUR CALENDAR**

- JCSD 509J Board Leadership – **October 8, 2024, 9am** (Courtney & Kevin)
- NIEA Convention – **October 9 – 12, 2024**, Palm Springs, CA
- Next JCSD 509J Board Work Session & Meeting - **Monday, October 14, 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 7:42PM.

**Draft to Board for approval at next meeting,  
Monday, October 14, 2024**

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

\_\_\_\_\_  
Board Chair Courtney Snead

\_\_\_\_\_  
Superintendent Jay Mathisen

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date