



Jefferson County  
School District 509J  
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**Jefferson County School District 509-J**  
**Monday, January 13, 2025**  
**2024-2025 BOARD MEETING**

**MEETING LOCATION:**

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

**Metolius Elementary School (Library)**  
**420 SW Butte Avenue, Metolius, OR 97741**

[ACCESS ZOOM MEETING HERE](#)

Phone +1 253 215 8782 US (Tacoma)

Meeting ID: 896 2934 5301 Passcode: 407610

**2024-2025 Board of Directors:**

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



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*(Immediately following Work Session or 7:00PM)*

## **REGULAR SESSION MEETING MINUTES**

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

**ABSENT:** None

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

Board Chair Courtney Snead called the meeting to order at 7:03PM followed by the Pledge of Allegiance. Board Secretary noted board member attendance for the record.

### **2. AGENDA ADOPTION**

Board Chair Courtney Snead asked for any changes to the agenda and called for a motion.

Superintendent Jay Mathisen explained there are changes to the agenda in the policy updates - section **3.8** - items 3.8.2, 3.8.3., 3.8.4 and 3.8.16, these policy updates will be removed based on direction from the OSBA's Policy Services following a recent court case that took place in Kentucky regarding Title IX regulations.

Board members confirmed the policies that will be removed; board secretary noted the update for the record and Board Chair called for a motion to adopt the agenda.

Laurie Danzuka moved to adopt the agenda as amended, motion passed unanimously – **APPROVED 5/0.**

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

#### **3.1 Happy New Year 2025!!! / Board Appreciation Month / Proclamation**

- 3.1.1 Board Chair Courtney Snead
- 3.1.2 Board Vice Chair Jacob Struck
- 3.1.3 Laurie Danzuka
- 3.1.4 Kevin Richards
- 3.1.5 Regina Mitchell

Superintendent Jay Mathisen read the school board appreciation month proclamation (page 5 of the board packet). He concluded with a sincere personal note of gratitude saying how he recognizes the demands that this role has on each of them, how thankless it can be at times and how people can be critical, he also recognizes that each of them individually and certainly collectively do this job very well. He concluded by saying that he knows we have exceptional leadership and they are appreciated.

Superintendent Jay Mathisen concluded by sharing with the board that there are leaders in the room representing their schools who came to present and asked WSK8 Principal Lonnie Henderson if he would like to share a few words.

WSK8 Principal Lonnie Henderson expressed that this board is truly unique and said, to see the efforts that they are putting in their role as a board member, are paying off at a local level, and they are appreciated.

Superintendent Jay Mathisen shared that other principals and schools contributed to the efforts, and he pointed out the various posters and cards created by the students of Jefferson County School District in honor of school board appreciation month – he said that he really hopes they walk away feeling appreciated, because that is what we are trying to do.

Board members expressed how much they appreciate the effort that went into the displays and gifts, they really appreciate it and have enjoyed looking through them and reading the cards.

#### **3.2 Student Representative Report**

Yashira Chavero, student representative from MHS presented on sports: boys basketball, boys swimming, boys wrestling, girls basketball, girls swimming and girls wrestling; she shared that the National Honor Society members made around 900 Christmas cards for all Central Oregon nursing homes; they had a blood drive on December 5<sup>th</sup>; Winter Spirit Week took place December 16-20; students participated in Operation Rudolph again this year and

she shared about the winter concert that took place at the Performing Arts Center on December 9, 2024.

Board members thanked Yashira for the report.

### **3.3 Audit Report, Fiscal Year Ending 2024 by Umpqua Valley Financial – CFO Brad Henry**

CFO Brad Henry directed board members to page 11 of the board packet for the start of the audit report. He also introduced the auditors Ash Lakhani and Savannah Halter who joined the meeting remotely (via zoom).

After confirming that the auditors were present and had a clear connection, CFO Brad Henry directed board members to page 16, for the independent auditor's report which is the auditors opinion of how our district did. He explained in the second paragraph it states their opinion, of which is a "clear opinion", explaining that is the highest opinion, or unqualified opinion, which is what we want every year.

CFO Brad Henry directed board members to page 96, he explained the process of compliance and internal controls. He explained that this is a required report from our auditors. He shared that one thing he does want to point out on this page, is they did find one instance of none-compliance and that is an over expenditure of appropriation in the general fund in 2023-2024; the fund as a whole was under appropriations, but on that one-line item it was over. He explained that what typically happens is, we monitor as we go through the year and when we know we are going over, there is usually a reason for it, we come to the board and ask to transfer from one-line-to-another, and that did not happen last year. CFO Henry assured the board that he is looking at that closely as he prepares the monthly reports, if it looks like it is going over we will come to the board with a resolution.

CFO Brad Henry directed board members to page 98 of the packet for the single audit section. He summarized that it refers to the federal funds that we receive, and the compliance of those. He briefly explained the auditors spent a lot of time looking at three of our programs, looking closely at each: (1) Impact Aid, (2) Food Service program and (3) Youth transition program. They did not question costs or findings on any of those, the final summary is reflected on page 104 in the board packet.

CFO Henry said that is all of the audit report and asked the auditors if they have anything to add concerning the audit report. Savannah Halter introduced herself as the communications director with UVS and she worked with JCSD 509J last year as well. She said it was great working with Brad Henry this year; he was prompt to respond to any of their questions or needs for documentation or details and she thinks we are lucky to have him as part of the team. She explained that Ash is the main audit lead for Jefferson County School District, she is a licensed CPA who joined their team a few years ago, if the board has any questions please feel free to ask and she concluded by thanking everyone for working with them again and patiently answering all the questions.

Board Chair Snead asked if there are any questions – thanked the auditors for attending and thanked Brad for the audit.

CFO Brad Henry asked Savannah about the final letter, the 'after-audit report' that goes to all of the board and himself. Savannah shared that she just received the report via email and will send it out to him (CFO Brad Henry) and all board members.

Board Chair Courtney Snead thanked them again and proceeded to the next agenda item.

### **3.4 Metolius School Spotlight - Billie White**

Superintendent Jay Mathisen explained in the absence of Metolius Principal Adam Dietrich, Billie White will present the report.

Curriculum Director Billie White explained that Adam and his coach are attending the Jim Knight instructional coaching training this week along with other administrators and coaches in the district; we will have another group attending in April. After the April training all principals, building level instructional coaches, and the 3 district level coaches will have been through the training. Adam asked her to go over some highlights from the first few months of the school year.

Overall, Metolius Elementary School upgrades have been great!

- First off, the HVAC has been streamlined, we no longer have the big temp swings. Simon and Joe have been there for the teachers to help make adjustments and everyone is happy/pleased.
- The new secure vestibule was an adjustment for a staff that has been here a long time (and there are a lot of us), but everyone is feeling safer and parents have shared how they are grateful for it.
- Card readers at each door have simplified access and improved safety
- The pull through parking lot is great! We used to have a lot of commotion in the mornings about the flow of traffic, parents were parking where they could (street, field next to school, staff parking etc.) and it would take 20 min. Now with the new pull through buses and drop off are separate, drop off time has been reduced to 5 min, ADA ramps at both entrances are more welcoming and we are just overall thrilled with it.
- Also, with the construction this summer we were finally able to move Title 1 class out of our ELD room and now they both have their own rooms.
- Finally, we have a behavior room that has provided some of our most intensive students the opportunity to work in small groups and learn the social skills necessary to be in gen ed classrooms.

### **3.5 Enrollment Report**

Superintendent Jay Mathisen directed board members to page 105 of the board packet and explained that the total enrollment as of 1/07/2025 is 2,730, which is up five students from 12/02/2024 but fourteen students less than a year ago. Encouragingly, we have grown seventeen students from the start of the school year and we are above the projected enrollment for the 2024-2025 budget.

Board Chair Courtney Snead asked if there are any questions about the enrollment report, with none presented she moved to the next agenda item.

### **3.6 Policy DDB, Native American Impact Aid Funds (re-adoption proposed for immediate approval)**

#### **3.1.1 Community Feedback Data**

#### **3.1.2 Action Plan**

#### **3.1.3 Updated Policy, DDB – Action item**

Superintendent Jay Mathisen explained that each year as part of the Impact Aid program, it includes consultation and communication with tribal leadership, and we do that really well at JCSD. We calendar out multiple meetings with our Indian Education Advisory Committee, that includes a few tribal council members, a number of leaders of different sectors in the tribe and some from our team – Melinda Boyle has provided consistent leadership to that team for a number of years, and Lonnie Henderson is a critical member of that team.

Superintendent Jay Mathisen explained, the Indian Education Advisory Committee has met three times, we worked our way through a process where we look at student data from the prior year, and as that information comes in, we look at current feedback from the community, and based on the information they craft an action plan. That plan is in the board packet (page 107) and the JCSD 509J policy (DDB – Native American Impact Aid Funds) is brought to the board for re-adoption every year, whether there are changes or not, it is part of the process.

There is one small change to the Action Plan (page 107) – the footnote was added. *‘This action plan is designed to align with the objectives of Oregon Senate Bill 13, which mandates the inclusion of Tribal History and Shared History in K-12 education, as outlined in the 2017 legislation.’*

On page 106 is information gathered from the community engagement phase (back in October) of this process.

The JCSD 509J policy, DDB – Native American Impact Aid Funds (pages 109-112) is brought to the board as an action item this evening with no changes.

Board Chair Courtney Snead asked if there are any questions. No questions were presented.

Laurie Danzuka said she has no question, but has a comment for the record – as board members we are often asked to do things that are out of our ability; one of the things that has come up is access to all options – Roots, Bridges and the high school, because Bridges is still only juniors and seniors. She wants to note, the board recognizes that, she doesn’t know the logistics, it is out of their (board members) role of responsibility and they are not able to do what is asked.

Jacob Struck noted that comments about bullying is mentioned twice in the community engagement piece and he is wondering how much of that is derived from social media and how that has changed in JCMS compared to WSK8.

Superintendent Jay Mathisen responded that he knows in his communication with the leaders, they would not go back from the limited use of cell phones. It has not eliminated bullying but it has definitely saved significant issues, it has made a difference. He offered the opportunity for the WSK8 Principal who was present at the meeting, to share his perspective.

WSK8 Principal Lonnie Henderson shared that the limited use of cells phones has helped the Wi-Fi issues probably by 90% because students were using the school's Wi-Fi. He also shared that there have been healthy conversations about the use of the word "bullying" – like asking the students to define it, *"What does that mean, is that being mean or rude?"*

Jacob Struck said he is pleased to hear that there is a significant decrease in the use of cell phones.

Board Chair Courtney Snead asked if there are any more comments or questions. None were presented, she proceeded to the next agenda item.

### **3.7 Staff Housing Update**

Superintendent Jay Mathisen directed board members to page 113 of the board packet there is a copy of an email that was sent to all JCSD 509J staff to notify them of a potential opportunity for staff housing. He explained the communication and site visits that have taken place with Rooted Homes. He shared that the land that they are most focused on right now is displayed on page 115 of the board packet, which is out in front of JCMS. He explained that the dotted lines on the diagram are not even close to being formal or final. This is just their rendering of what it may look like. The units and arrangements may be very different. He said that right now they are exploring this opportunity. The next phase is to ascertain staff interest in order to move forward. Superintendent Jay Mathisen explained that we like this project because we are interested in all we can do around staff recruitment and retention.

Board member discussion took place - request for clarification on the development, purchase and whether the staff member would own the home with title & deed, and be able to sell the home unencumbered.

Superintendent Mathisen explained that the staff member would have ownership of the home, and explained that, if they sell the home, part of the process is they would signoff with an agreement to a fixed amount of equity each year; the home would go back into the pool of homes with Rooted Homes in order to sell back to staff, when available.

Further discussion took place about the land, the process of subsidized housing, grants available for price-reduction, staff interest, and board involvement in the process.

A few requests made by the board – (1) to see the availability (based on the grants), because often times the lower-income housing disqualify people with a full-time job, they want to be sure that teachers would be able to qualify. (2) If Rooted Homes ever goes out of business, that the school district has an option to hire another entity so it does not lose that pool of homes.

Discussion took place about the difference between donating property and having it in some kind of trust in order to maintain some kind of control.

A request was made for clarification of board members role in this process. Superintendent Mathisen explained that the board will be involved in the conversations about this opportunity throughout the process and he will continue to seek legal guidance on their required involvement as they continue to investigate this opportunity.

Superintendent Mathisen and Assistant Superintendent Mikalson thanked board members for the good conversation and assured them that this is an exploration of opportunity for recruitment and staff retention and they will keep them informed throughout the inquiry process.

Board Chair Courtney Snead proceeded to the next agenda item.

### **3.8 OSBA Proposed Policy Updates (*November 2024 – Vol. 70 No. 1 sch*) – 1<sup>st</sup> Read Only**

- 3.8.1 AC – Nondiscrimination and Civil Rights, **Required**
- \* ~~3.8.2 AC-AR(1) – Discrimination or Civil Rights Complaint Procedure, **Required**~~
- \* ~~3.8.3 GBN/JBA – Sexual Harassment, **Required**~~
- \* ~~3.8.4 GBN/JBA-AR(1) – Sexual Harassment Complaint Procedures, **Delete**~~
- 3.8.5 GCBDA/GDBDA – Family and Medical Leave \* **Highly Recommended**
- 3.8.6 GCBDA/GDBDA-AR(1) – Family and Medical Leave \* **Delete**
- 3.8.7 GCBDA/GDBDA-AR(1) – Family and Medical Leave \* **Highly Recommended**  
**[New version]**
- 3.8.8 GCBDC/GDBDC – Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave (Safe Leave) \*, **Highly Recommended**
- 3.8.9 GCBDC/GDBDC-AR – Request for Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave, **Highly Recommended**
- 3.8.10 GCBDD/GDBDD – Sick Time \*, **Highly Recommended**
- 3.8.11 IKF - Graduation Requirements\*\*, **Required**
- 3.8.12 IKFB - Graduation Exercises, **Optional**
- \* ~~3.8.13 JBA/GBN – Sexual Harassment, **Required**~~
- \* ~~3.8.14 JBA/GBN-AR(1) – Sexual Harassment Complaint Procedures, **Delete**~~
- 3.8.15 JECA - Admission of Resident Students\*\*, **Highly Recommended**

- \* ~~3.8.16 JFE – Pregnant and/or Parenting Students\*\*~~, **Required**
- 3.8.17 JHCD - Medications\*\*/\*, **Required, New**
- 3.8.18 JHCD-AR - Medications\*\*/\*, **Required, New**
- 3.8.19 JHCD/JHCDA - Medications\*\*/\*, **Delete**
- 3.8.20 JHCD/JHCDA-AR - Medications\*\*/\*, **Delete**

**3.9 OSBA Proposed Policy Updates (*December 2024 – Vol. 70 No. 2 sch*) – 1<sup>st</sup> Read Only**

- 3.9.1 GBNAA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements \*, **Required**
- 3.9.2 JHFF/GBNAA - Suspected Sexual Conduct with Students and Reporting Requirements \*, **Required**

*\*These policies and/or ARs will not be included for update.*

Superintendent Jay Mathisen briefly summarized the proposed policy updates (sections 3.8 and 3.9 of the board meeting agenda, minus the ones deleted previously in the meeting) referring to the 128-page independent packet (summary is 6 pages and 122 pages of policies) provided in the board binders. He explained some of the most important information about where the updates were derived can be found in the summary pages.

Superintendent Jay Mathisen said the ask of board members is that they read these policy updates, between now and next board meeting if they have any questions, he is available and will check with district legal or OSBA for further direction or clarification if needed, but we would like to have them prepared to discuss and potentially take action (adopt) at the board meeting in February.

Board Chair Courtney Snead asked if there are any more comments or questions. None were presented, she 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 **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 at the meeting or previously on the on-line option.

Board Chair Courtney Snead proceeded to the action items on the agenda, asked if there are any questions or discussion and called for a motion.

## **5. ACTION ITEMS**

### **5.1 CONSENT AGENDA**

- 5.1.1 Approval of Board Minutes of **December 9, 2024**
- 5.1.2 Personnel Action (*if any*)
- 5.1.3 Resolution #25-07, Misc. Grants & Donations (\$205,391)
- 5.1.4 Financial Report

Laurie Danzuka made a motion to approve the consent agenda as presented; motion passed unanimously – **APPROVED 5/0**.

### **5.2 POLICY DDB, NATIVE AMERICAN IMPACT AID FUNDS** (*re-adoption proposed for immediate approval*)

Laurie Danzuka made a motion to adopt policy DDB, Native American Impact Aid Funds as presented; motion passed unanimously – **APPROVED 5/0**.

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

- Impressed with the Bond process and how much work took place through our district. Good job, Simon White and team.
- Breakfast with Santa at Buff Elementary – we appreciate our schools being open to the community with these kind of activities.
- Bond oversight committee meeting last week was great. All the work that Simon White and Mike Tiller have done is incredible.
- Participated in Best Care meeting, the focus was on suicide prevention and the importance of educating the public on the topic. Really appreciate that our (JCSD 509J) doors are open to these kind of partnerships.
- Attended a 1:1 with Superintendent and Principal at Buff Elementary – really nice to see the hard work and dedication for the smooth transition to a new Principal.
- There have been some really good weeks in our district.
- The potential housing project is exciting.
- Again, the Bond work, is fantastic.

- Thank you, Board Members for all you do for our district. You are greatly appreciated.

**7. REMINDERS MARK YOUR CALENDAR**

- JCSD 509J Board Leadership – **February 4, 2025, 9am** (Courtney & Regina)
- Next JCSD 509J Board Work Session & Meeting – **Monday, February 10, 2025 @5:30pm, @JCSD 509J Board Room**
- National School Counseling Week - **February 3-7, 2025**
- National SRO Appreciation Day - **February 15, 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/>

**8. MEETING CLOSURE/ADJOURNED**

With no further business, Board Chair Courtney Snead adjourned the meeting at 8:05pm.

**Draft to Board for approval at next meeting,**

**Monday, February 10, 2025**

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date