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## Board of Directors Board Minutes February 19, 2013

**Board Members** Board Chair Bob Moore, Vice-Chair Scott Reynolds, Directors Cathy Miller, Carol Moorehead, Doug Nelson, Jenni Newby, Ron Radabaugh, Terry Rahmsdorff and John Sundell

**HDES Staff** John Rexford, Superintendent, Paul Andrews, Deputy Superintendent, Jayel Hayden, Executive Director of Human Resources, Greg Munn, Director of Fiscal Services, and Shelley Knutz, Executive Assistant

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### Call to Order

Bob Moore called the meeting to order at 6:00 pm.

### Fiscal Report

Through the end of January, we have received 52% of our budget revenue, and have spent 49% of the budgeted expenses. Representatives from the seven districts included in the banking request for proposal (RFP) met and reviewed the four proposals that were submitted. They had a very productive meeting and are waiting for answers to some of their questions. The desired outcome will be lower banking costs with increased customer service. Scott Reynolds said he was impressed with the team; they were prepared and the meeting was very productive. He complimented Greg on the facilitation of the RFP meeting. He believes the process will have a positive outcome.

Representatives from the seven districts included in the banking request for proposal (RFP) met and reviewed the four proposals that were submitted. They had a very productive meeting and are waiting for answers to some of their questions. The desired outcome will be lower banking costs with increased customer service. They also reviewed the indirect rates and what can be done to adjust those across the agency. This will be addressed through the budgeting process.

### Renewal, Non-renewals & Extensions of Contracts

Jayel Hayden distributed the Contract Renewal Extension list which must be presented to the Board prior to March 15. The High Desert ESD report is unique because we also include our supervisor/managers. There are no staff members that will not be renewed this year. Jayel has worked with some individuals as they have transitioned out of the agency during the year. Cathy Miller asked what would happen if a contract is renewed and then the employee's performance declines. Jayel assured her that the ESD is able to dismiss with cause and move to termination sooner if need be.

## DISCUSSION ITEMS

### Superintendent Evaluation Process

Carol Moorehead, Cathy Miller and Doug Nelson have met to review the current superintendent evaluation process and recommend changes to that process. They also reviewed superintendent evaluation tools from other districts. They would like to streamline the process and make certain it is clearly aligned with High Desert ESD goals. They have met with Superintendent Rexford and both parties agree this is an improved process.

They are recommending the following:

- ✓ Adopt board policy GCB – Superintendent Evaluation.
- ✓ Increase and modify those individuals who are asked to provide feedback.
- ✓ Clearly define the superintendent qualities they are evaluating.
- ✓ Establish an evaluation committee that would be led by the Vice-Chair. The committee would be in charge of steering the evaluation process.
- ✓ Review the evaluation tool annually to make sure it remains relevant.

Doug Nelson referenced the performance evaluation survey. He noted the survey is only a draft, and he asked for input and recommendations from the other board members. The team will be meeting in March to revise the survey and will bring the revised survey to the Board in March. Cathy Miller noted with the structure of ESDs likely to continue changing, the evaluation tool will need to adjust as the organization evolves.

Scott Reynolds asked for the reasoning behind requesting for feedback from OAESD, OSBA and COSA. Doug Nelson noted that the tool sent to the state leaders would be shorter and only address their area of influence. The group asked if the board members were in support of the direction they are going with the evaluation. All board members thought they were moving in the right direction.

### **Achievement Compact Preliminary Report**

Superintendent Rexford said this is the formal opportunity to review the Achievement Compact Advisory Committee's (ACAC) recommendation, which the Board received in January. It is a high level recommendation at this point because there are still so many unknowns. The team recommended that High Desert ESD focus on the following:

- ✓ Kindergarten Readiness - Approximately 1/3 of our efforts are focused on children P-5.
- ✓ Support Access – To education for children with special needs and other risk factors.
- ✓ Support Trajectory Goals - To help our constituent school districts meet the 40-40-20 by 2025 goal.
- ✓ Develop Early Learning Hub – Participate in a leadership role for the development of Pre-K early learning hub.
- ✓ District Shares Services – Difficult to accurately and consistently measure actual savings. Bob Moore said he thought we should not lose focus on the effectiveness of shared services and how it is valued at the state level. Although it may not be a focus on the achievement compact, it must continue to be a goal for the ESD.
- ✓ Regional Achievement Compacts - Will be discussed in detail with the regional education leadership team.

Jenni Newby is familiar with achievement compacts as they relate to community colleges. Superintendent Rexford explained that school districts and education service districts are also required to create achievement compacts.

### **First Reading Board Policies**

- GCBDC – Domestic Violence/Harassment/Sexual Assault/Stalking Leave
- IGB – Cascade Child Center (rescind) IBG-AR Child Center (FYI)
- JGDA/JGEA – Discipline of Students with Disabilities
- JHCCB – Students with HIV/AIDS
- JHCD – Administering Noninjectable Medicines to Students
- JHFE – Reporting of Suspected Child Abuse
- JHFF – Reporting Requirements Regarding Sexual Conduct with Students
- JOA – Directory Information
- JOB – Personally Identifiable Information

The board members asked several clarifying questions and mentioned concerns about making it clear who is the ESD designee for reporting all abuse concerns. The policies need to state this and make sure all staff members are informed of who they should report their concerns to. Superintendent Rexford will work with the legal staff, and with Shelley to make sure changes are made for the second reading in March.

### **Superintendent Report and Legislative Update**

- ✓ Superintendent Rexford referenced the ESD Pilot Governance Model Expiration memo from Shawn Swisher. The pilot governance sunset is attached to Senate Bill 529, and the same bill will allow opt out. Representative Gene Whisnant has offered to use a priority bill for the governance model, if necessary. Legal counsel has recommended appointing a subcommittee to work on creating zones. Bob Moore said this should be a contingency plan. Since the filing date for the May election has passed, the board members discussed options to set up a special election in September with zoned positions.

### **Board Chair Report**

- ✓ Superintendent Rexford referenced the ESD Pilot Governance Model Expiration memo from Shawn Swisher. The pilot governance sunset is attached to Senate Bill 529, and the same bill will allow opt out. Representative Gene Whisnant has offered to use a priority bill for the governance model, if necessary. The Legislative Committee met and discussed the unpredictable position of ESDs. They want to address their concerns directly to Dr. Rudy Crew. He put their concerns in writing and has requested a conversation with Dr. Crew.
- ✓ Jefferson ESD Update – The merger talks have been halted. Jefferson ESD is not pleased with the OAESD platform. They have decided to wait and see what the legislature intends to do.
- ✓ Doug Nelson suggested looking at the daily updates on legislative action on the OSBA site. Betsy Miller-Jones was hired as the Executive Director of OSBA. Doug attended the OSBA Labor and Employment workshop.
- ✓ Bob Moore and Doug Nelson attended the Deschutes Children's Forest event at Skyliner Lodge. They had the chance to thank the Forest Service for this partnership opportunity.
- ✓ Bob Moore said he and Scott Reynolds will tag team representing the Board during the upcoming bargaining season.

### **ACTION ITEMS**

#### **Declare Vacancies on Budget Committee**

- **Doug Nelson moved and Carol Moorehead seconded a motion to declare the vacancies on the Budget Committee as presented.**

Doug Nelson asked if superintendents are required to serve on the budget committee. It is not a requirement; the districts are able to appoint whoever they would like to have represent their district on the committee.

**Motion carried 9-0**

#### **Approve Budget Calendar for 2013-14**

- **Carol Moorehead moved and John Sundell seconded a motion to approve the Budget Calendar as presented.**

**Motion carried 9-0**

#### **Consent Agenda**

- **Carol Moorehead moved and Doug Nelson seconded a motion to approve the consent agenda as presented, including:**
  - **February Personnel Report**
  - **Renewal, Non-Renewals & Extension of Contracts**
  - **Board Policies DB, DBDB, DBEA, and DIE**
  - **Board Minutes from January 15, 2013**

**Motion carried 9-0**

#### **Adjourn**

The February 19, 2013, High Desert Education Service District Board of Directors Meeting adjourned at 7:50 pm.

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Bob Moore, Board Chair

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Shelley Knutz, Executive Assistant