



145 SE Salmon Avenue, Redmond, Oregon 97756 / P 541.693.5600 F 541.693.5601 www.hdesd.org

Budget Committee Meeting April 15, 2014

- Board Members:** Bob Moore, Board Chair, Scott Reynolds, Vice-Chair, Directors John Lang, Mike McGowan, Carol Moorehead, Doug Nelson, Ron Radabaugh and Terry Rahmsdorff
- Budget Committee:** Scott Cooper, Crook County School District, Julie Craig, Bend-La Pine Schools, Jim Golden, Sisters School District, Brad Henry, Bend-La Pine Schools, Martha Hinman, Redmond School District, Mike McIntosh, Redmond School District, Kathy Steinert Redmond School District, Sandy Tartaglia, Sisters School District, Ron Wilkinson, Bend-La Pine Schools and Duane Yecha, Crook County School District
- HDES D Staff:** John Rexford, Superintendent, Paul Andrews, Deputy Superintendent, Shawna Bell, Business Analyst, Jayel Hayden, Human Resource Director, Greg Munn, Financial Services Director and Shelley Knutz, Executive Assistant
- Call to Order:** Board Chair Bob Moore called the meeting to order with a quorum of 17 at 5:32 pm and asked for introductions.
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Election of Budget Committee Officers

- **Doug Nelson made and Scott Reynolds seconded a motion to nominate Brad Henry as Chair of the HDES D Budget Committee for 2014-2015. Motion carried 17-0.**
- **Mike McIntosh made and Ron Wilkinson seconded a motion to nominate Jim Golden as Vice-Chair of the HDES D Budget Committee for 2014-2015. Motion carried 17-0.**

Budget Message

Superintendent Rexford shared his budget message for 2014-15. What a difference a year makes, Education Service Districts are emerging as key players in statewide education initiatives. Through a variety of competitive and non-competitive grants, we are in the process of building organizational capacity with a variety of initiatives, including Better Together, TeachOregon and the Deschutes Children's Forest.

The 2014-15 budget is based on the best information available at the time. Our general fund budget is based on the second year estimates of the 2013-15 state appropriations for K-12 education. We have used updated enrollment estimates from our constituent school districts and other programs. As always, our primary cost drivers are related to employing a quality staff to service our customers. The major changes in this area include a modest reduction in PERS rates resulting from two rounds of legislative reform last year. In addition, a modest (1%) cost of living increase has been applied to most employees, and work calendars have been restored in many of our programs



The general fund only represents about a third of our budget. We are budgeting for generally flat revenues for most of our state. "grants-in-aid" contracts (Early Intervention/Early Childhood Special Education, Central Oregon Regional Program, Career Technical Education, etc.). Funding for these contracts is unfortunately often not known until after the end of the budget process, and this year is no exception. We are having a particularly tough time with the estimated fiscal limitations in Early Intervention/Early Childhood and, barring a pleasant fiscal surprise from the State, we will need to implement reductions from the already reduced program level.

The budget assumptions for the coming year are:

- ✓ HDESD General Fund State School Fund (SSF) revenue based on the state's proposed \$6.55B K-12 budget.
- ✓ Total SSF formula revenue is \$10,360,000. This is up \$638,000 (6.5%) from 2013-14.
- ✓ SSF is comprised of regional enrollment (ADMw) multiplied by the state rate.
- ✓ 32,351 ADMw is up 972 (3.1%) from 2013-14.
- ✓ \$320.24 per ADMw is up \$10.24 (3.3%) from 2013-14.

Presentation of Budget Document

Greg Munn presented the budget document which is organized by budget summaries of the general fund, special revenue funds and other funds. There is a section in the document that covers each fund in detail. He asked that the budget committee members take time to review the budget document and email any questions to him. He will respond to all questions with an email to the entire committee.

Jim Golden thanked Superintendent Rexford and Greg for doing a thorough job on the budget. This makes it easier to understand. Ron Radabaugh also thanked the budget committee members for participating in the process.

Opportunity for Citizen Participation

There was no citizen participation.

Adjourn

The April 15, 2014 meeting of the High Desert ESD Budget Committee adjourned at 6:20 pm.

Brad Henry, HDESD Budget Committee Chair

Shelley Knutz, Executive Assistant

**Board of Directors Board Minutes
April 15, 2014**

Board Members Bob Moore, Board Chair, Scott Reynolds, Vice-Chair, Directors John Lang, Mike McGowan, Carol Moorehead, Doug Nelson, Ron Radabaugh and Terry Rahmsdorff

HDESD Staff John Rexford, Superintendent, Paul Andrews, Deputy Superintendent, Shawna Bell, Business Analyst, Jayel Hayden, Human Resource Director, Greg Munn, Financial Services Director and Shelley Knutz, Executive Assistant

REGULAR SESSION

Regular Session was called to order at 6:30 pm.

PRESENTATION AND REPORTS

Substitute Report

Jayel Hayden reported that High Desert ESD currently has 646 Licensed and 489 Classified substitutes registered through the Subfinder system. We conduct multiple substitute trainings throughout the year because many of our substitutes are offered permanent positions in a school district. Our greatest challenge is keeping special education and advanced math substitutes, so we continue to recruit. If a district requests a specific substitute be added, those appointments are scheduled individually.

This is our second year providing subfinder services to Jefferson County. They have decided to terminate that agreement at the end of the school year. John Lang asked if Jayel was aware of what it would take to get them back into the Subfinder system. Jayel believes the district administration was pleased with the service, and he has let them know we would be happy to provide the services in the future.

Jayel distributed data by district and by school. We have a fill rate of 99.7% to 100% in the districts. Districts have the option to exclude substitutes. An individual will be excluded district wide until an investigation of the complaint has been done. Scott asked about highly qualified substitutes for jobs. Jayel said that we are encouraging schools and staff to be very specific with their request lists.

John Lang asked how the affordable care act (ACA) will impact substitutes. Jayel explained if a substitute averages 30 hours a week or more during the year, the employee is eligible for insurance. He is encouraging districts to hire long term subs as a temporary employee. Terry asked about the cost savings Subfinder system offers the districts. Jayel said we definitely save them FTE. Doug noted how much easier Subfinder makes it for substitutes to be registered through one program instead of having to register with multiple districts.

Fiscal Report

Greg Munn presented the Finance Report as of March 31, 2014

- General Fund – Operations, reviewed year-to-date revenue and expenditures
- State School Fund – Has increased \$38,000 over last year.
- Property Tax - Collections are up 3.7%.

- The state has updated our 2013-2014 estimate which is \$8,000 less than budgeted. This is a result of funding reductions from the June legislative session (HB2506) offset by increases due to a 1.2% increase in ADMw.

DISCUSSION ITEMS

First Reading Board Policies

- IGBAJ – Special Education Free Appropriate Public Education (FAPE) – Doug asked for clarification about the placement in a public or private residential facility at no cost to the parent. Paul noted this language is consistent with current law.
- JHCDA – Administering Injectable Medicines to Students
Bob asked how often student administer their own injectable medication, or how much training do staff members receive. Paul explained that nurses have protocol to follow for administering an injection. If it is an emergency and a nurse is not on site, then the paramedics will be called.
- KBA – Public Records – Bob asked about the use of principal in fourth paragraph. The term will be changed to administrator.

Review 2014-2015 Board Meeting Calendar

The board members reviewed the proposed dates for the 2014-2015 board meetings. The calendar will be on the May agenda for board adoption.

Strategic Planning Update

Superintendent Rexford reported there have been 122 responses to the survey. He has just sent out a reminder the survey will close Monday morning. Paul said the initial reaction to the strategic priorities document was positive. There were a few wording suggestions but the overall reaction was encouraging. The group has been considering external threats to the ESD's ability to grow strategically. Superintendent Rexford led the Board on an exercise to list potential threats to our continued growth.

Superintendent Report

- Achievement Compact – The Achievement Compact Committee will be meeting on May 7th. They are required to review the current compact and bring a recommendation to the Board in May.
- School Support Task Force – Superintendent Rexford has been appointed to two subcommittees: ELL and High Cost Disabilities. This will require him to be involved in several meetings going forward. He thinks the committee will come up with some modest recommendations.
- Facilities Committee – They have met several times. Looking at options for available space, and are working toward having a recommendation in May or June.
- Deputy Superintendent, Rob Saxton, will be visiting the district on Thursday, April 17.

Board Chair Report

- Superintendent Evaluation – Doug and Carol have reviewed and slightly revised the format of the superintendent survey. The changes were made in order to encourage additional comments. Shelley will work on sending it out next week.
- Doug said Betsy Miller-Jones has been invited to visit with all board chairs. They are still working on setting a date for this.
- Legislative Committee will be meeting on Monday, April 21. This meeting was scheduled prior to the Legislative Policy Committee meeting in order to have our recommendation ready.
- OAESD – Spring Conference is May 15-17. Please let Shelley know if you'd like to register.
- OAESD Newsletter will be coming out the end of April.

ACTION ITEMS

Consent Agenda

- **Scott Reynolds made and Carol Moorehead seconded a motion to approve the Consent Agenda as presented. Motion carried 8-0**

Adjourn

The April 15, 2014, High Desert Education Service District Board of Directors Meeting adjourned at 8:05 pm.

Bob Moore, Board Chair

Shelley Knutz, Executive Assistant