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### **Budget Committee Meeting April 21, 2015**

**Board Members:** Scott Reynolds, Board Chair, Doug Nelson, Vice-Chair, Directors John Lang, Mike McGowan, Bob Moore, Jenni Newby and Ron Radabaugh

**Budget Committee:** Julie Craig, Bend-La Pine Schools, Jim Golden, Sisters School District, Brad Henry, Bend-La Pine Schools, 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

**HDESD Staff:** John Rexford, Superintendent, Paul Andrews, Deputy Superintendent, Shawna Bell, Business Analyst, Rachel Wente-Chaney, Chief Information Officer, Jayel Hayden, Human Resource Director, Greg Munn, Financial Services Director and Shelley Knutz, Executive Assistant

**Call to Order:** Board Chair Scott Reynolds called the meeting to order with a quorum of 13 at 5:35 pm and asked for introductions. (Jenni Newby and Brad Henry arrived at 5:45 pm)

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#### **Election of Budget Committee Officers**

- **Jim Golden moved and Mike McIntosh seconded a motion to nominate as Ron Wilkinson as Chair of the HDESD Budget Committee for 2015-2016. Motion carried 13-0.**
- **Mike McIntosh moved and Kathy Steinert seconded a motion to nominate Jim Golden as Vice-Chair of the HDESD Budget Committee for 2015-2016. Motion carried 13-0.**

#### **Budget Message**

Superintendent Rexford shared his budget message for 2015-16. He highlighted the strategic planning process and the strategic priorities adopted by the Board in June: Foster education opportunities from birth to career; Provide value to our school districts, families and other customers; and Bridge gaps and bring people together.

The 2015-16 budget is based on the best information available at the time of this writing. Our general fund budget is constructed around the Oregon Department of Education estimates based on the 2015-17 state appropriations for K-12 education recently approved by the Legislature. Superintendent Rexford remains cautiously optimistic that additional resources will be allocated to schools before the end of the Legislative session, and we will adjust our budget as needed to reflect the final allocation.

We have worked with each of our four constituent school districts to develop a budget for the local service plan within the general fund that meets their needs to the greatest extent possible. There still may be further adjustments prior to budget adoption based on District requests.



## **Presentation of Budget Document**

Greg Munn reviewed the budget document in detail.

- The State School Fund (SSF) is assuming \$7.235B using a 50/50 split for 2015-16 and 2016-17.
- Compared to the 2014-15 budget, the SSF revenue is up 5.6%.
- Change in ADMw projected 2015-16 of 33,982 is up 1,334 (4.1%) from latest 2014-15 estimates. The bulk of this growth includes full-day kindergarten.
- State rate of \$324.58 per ADMw is up 1.5%.
- SSF is only one third of the ESD's total revenue and partially funds ESD administration and District LSP services.
- PERS rates for 2015-17 are down significantly from prior period (-3.47/-6.16) due to reform and market performance. There is a small balance of \$300K in reserves. The Board had authorized the use of the reserve funds to subsidize rates in prior years.
- The 2015-16 proposed budget assumes the same indirect rate structure as in 2014-15 (6%LSP/7.5% ESD)
- Fund Summaries – Budget summary for all ESD programs. Reviewed proposed budget of \$41,081,834. Up 9% from 2014-15.
- Proposed Local Service Plan is \$11,132,341.
- Greg referenced the Special Revenue Funds. This list provides a good sense of the breadth and scope of the ESD and all of the services we provide.

Greg encouraged members to review the proposed budget document and forward their questions to him. He will distribute all questions and answers collectively to the entire committee prior to the next meeting.

Doug Nelson asked the districts if they are anticipating enrollment growth in 2015-16. Bend-La Pine is expecting an additional 350 students. Crook County is planning on 5 less students, Sisters will see a slight decline and Redmond is projecting to be up by about 100 students.

Jim Golden asked if Greg could provide an overview of the new building purchase and how costs are being covered.

Brad Henry inquired about the difference when budgeting around a 49/51 split instead of 50/50.

## **Opportunity for Citizen Participation**

There was no citizen participation.

## **Adjourn**

The April 21, 2015 meeting of the High Desert ESD Budget Committee adjourned at 6:10 pm.

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Ron Wilkinson, HDESD Budget Committee Chair

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Shelley Knutz, Executive Assistant

## Board of Directors Board Minutes April 21, 2015

**Board Members** Scott Reynolds, Board Chair, Doug Nelson, Vice-Chair, Directors John Lang, Mike McGowan, Bob Moore, Jenni Newby and Ron Radabaugh

**HDESD Staff** John Rexford, Superintendent, Paul Andrews, Deputy Superintendent, Shawna Bell, Business Analyst, Rachel Wente-Chaney, Chief Information Officer, Jayel Hayden, Director of Human Resources, Greg Munn, Director of Fiscal Services, Catherine Halliwell-Templin, School Improvement Coordinator and Shelley Knutz, Executive Assistant

**Call to Order** Scott Reynolds called the April 21, 2015 meeting to order at 6:20 pm

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### Agenda Revisions

Correction – Policy KL should read Public Complaints not Public Records

### REPORTS

#### Positive Behavioral Interventions and Supports (PBIS) Report

Catherine Halliwell-Templin, School Improvement Coordinator, introduced PBIS as a program based on positive social and learning outcomes. It focuses on creating a positive school culture and school environment that is predictable, positive, safe and consistent for students and adults. PBIS has shown to reduce incidents of bullying and harassment, decreases exclusionary, reactive and punitive discipline practice, increases staff, student and family satisfaction, results in an increase in instructional time, academic gains and graduation rates.

She shared the PBIS pyramid:

- Tier 1/Universal, Culturally Responsive Systems of Support, School-wide PBIS, 80% of students will be successful.
- Tier 2/Selected, Classroom and Small Group Strategies, 10-20% of students need this level of support to be successful
- Tier 3 Targeted/Intensive, Individual Intervention, only 3-5% need this level of support to be successful.

PBIS teams usually include representation from staff, parents and often time students. Teams consider data to determine school schedules and plans. Catherine gave some examples of how data has been used to make adjustments.

Catherine shared the many ways she supports districts with the implementation and evaluation of School Wide PBIS, Coaching of teams and facilitation, SWIS Data Facilitator, PBIS conference, Check In – Check Out, First Step to Success, Functional Behavior Analysis and Behavior Intervention Plans. Although districts use a variety of student information systems, we are able to track data districtwide.

Doug Nelson asked about the number of middle and high schools that use PBIS. Catherine believes the bulk of the middle schools use PBIS. A few of the district high schools are using PBIS. Schools who adjust according to the data they receive in the fall, have an easier time managing spring fever issues that come up at the end of the school year. Of course, schools who have administrators that support PBIS are more dedicated to the system.

PBIS conference began with funding from ODE. When districts couldn't afford sending staff to the state conference, they started a regional conference in central Oregon. The central Oregon conference has grown over the years from 150 participants in 2010 to 375 participants in 2015.

Superintendent Rexford said Catherine does a great job and is well respected by her colleagues. The PBIS conference attendance is an indicator of the good work she is doing. Paul noted Catherine was named the PBIS Champion at the state conference. She is seen as a PBIS leader. Rachel mentioned that she hears staff across the districts talking about and looking forward to the conference every year.

### **Fiscal Report**

Greg Munn reported that the unaudited revenue year-to-date through March is \$1.8M which is 6% more than the same time period last year. This is due to increases in SSF and property tax revenue over the last year. The actual ending fund balance is tracking in line with last year's March balance.

We have a new system online for receiving registrations and payments. In the first few hours, the Driver's Education program registered 15 students. We are also in the process of contracting with the Bank of the Cascades to refund the Series 2005 bonds. Their proposal will save the ESD almost \$400,000 over the current bond debt schedule. The Prineville Education Center lease has been extended for five more years. He is working with Bend-La Pine to extend the Tamarack and Bend Education Center leases.

### **Facilities Report**

- Three bids were received on 4/14/15 for the tenant improvement project. The successful low bidder was Griffin LLC.
- A concrete oval race track and employee break pad has been poured at Prineville Education Center over the break.
- A storage shed was built at Manzanita to house more EI/ECSE equipment
- Bob Martin should be returning to work next week. He will be coming back half days to begin with.

## **DISCUSSION ITEMS**

### **First Reading Board Policies**

All policies were reviewed and discussed. Board member questions were clarified. All policies will be presented for a second reading and approval at the May 19<sup>th</sup> board meeting.

- ✓ DN-Disposal of District Property
- ✓ EE/EEA-Student Transportation
- ✓ GBE-Employee Health & Safety
- ✓ GBM-Staff Complaints
- ✓ GCAB – Personal Electronic Devices and Social Media - Staff
- ✓ IIBGA – Electronic Communications System
- ✓ JFCEB – Personal Electronic Devices and Social Media - Students
- ✓ KL-Public Complaints

### **Superintendent Report**

- ✓ HB5016 – Oregon Department of Education Budget, which includes the EI/ECSE Budget, will have three more days of public hearings beginning 4/28. Hopefully, we will get some movement. We have certainly gotten out the message to increase funding for early learning.
- ✓ Superintendent Rexford has been asked by local districts to write a letter to members of the Ways & Means Committee on their behalf. The letter focuses on the impact the current level of funding will have on our

districts. Their request to do this on their behalf reinforces our role as a regional facilitator. He will send a copy of the letter to our board members.

- ✓ Appears there is a funding level deal in the works that will provide the Frontier ESDs with a modest increase.
- ✓ The first bargaining session will be Monday, April 27.
- ✓ Superintendent Rexford plans to recommend that the Achievement Compact Advisory Committee be rolled into our strategic planning efforts.
- ✓ Paul reported the Children's Forest of Central Oregon has been nominated for the Secretary of Agriculture's Honor Award.

### **Board Chair Report**

- ✓ Doug gave an update on the Superintendent Evaluation process. The committee will meet prior to the next board meeting to review the results. The Board will meet in executive session to discuss together as a board and then with Superintendent Rexford. A summary of his evaluation will be submitted to the Board for approval at the June meeting.
- ✓ Bob and Superintendent Rexford attended the OAESD Governance Council meeting via video conference.
- ✓ Doug represented OSBA at the national conference in Nashville. There were approximately 6,000 school board members there. He attended several presentations that seemed to align with our initiatives. He would recommend we consider a presentation from Central Oregon Children's Forest, the Family Access Network and Better Together programs. This speaks highly of the caliber of our programs. The Delegate Assembly met to discuss the issues they are dealing with. It is apparent, we are all faced with the same issues nationwide. The pendulum seems to be moving from Federal control of education back to state and local control.
- ✓ Jenni reported the Eastern Promise Replication grant, Cascades Commitment, had a visit from Oregon Education Invent Board officials last week. Jenni wanted to acknowledge Catherine Halliwell-Templin who worked to organize the tour and did an excellent job.
- ✓ Mike appreciated Diane Tipton's communication, follow through and empathy when dealing with the child who was injured on the playground last month in Crook County.
- ✓ Discussion about the plan to replace Rob Saxton at the state level.

### **ACTION ITEMS**

#### **Resolution 36-15 Authorize Refinancing Series 2005 Obligation Bonds**

Greg explained this is a more detailed version of the resolution the Board approved in February. There was a question why Jefferson County was listed. Greg explained that some of our district boundaries extend into Jefferson County.

- **Ron Radabaugh moved and Mike McGowan seconded a motion to authorize the refinancing of the Series 2005 Obligation Bonds as presented. Motion carried 7-0.**

#### **Award Tenant Improvement Contract**

Superintendent Rexford reviewed the bidding process. He was pleased with the bids that came in. The low bid is slightly over the budget, but he assured the Board it will be managed tightly. The extra project management cost is not included in this bid.

- **Mike McGowan moved and Doug Nelson seconded a motion to award the bid for the tenant improvement at 2804 SW Sixth Street, Redmond, OR to the low bidder, Griffin Construction in the amount of \$422,721 as presented. Motion carried 7-0.**

#### **Approve Naming Committee**

Superintendent Rexford reviewed the Naming Policy. He has solicited staff for those interested in participating.

- **Bob Moore moved and John Lang seconded a motion to approve the naming committee consisting of Paul Andrews, Greg Munn, Carol Cooley-Reid, Susan Newman, and Theresa Layman. Motion carried 7-0.**

### **Consent Agenda**

Jayel explained the renewal extension of Brian Endter's contract to June 30, 2017. Superintendent Rexford is recommending that the June meeting be a lunch meeting. This will impact the Budget Hearing time as well.

- **Bob Moore moved and Mike McGowan seconded a motion to approve the Consent Agenda as presented. Motion carried 7-0.**
  - Personnel Changes – April 2015
  - 2014-2015 Budget and Board Meeting Calendar Revisions
  - Board Minutes – March 17, 2015

### **Adjourn**

The April 21, 2015, High Desert ESD Board of Directors Meeting adjourned at 7:40 pm.

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Scott Reynolds, Board Chair

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Shelley Knutz, Executive Assistant