

Budget Committee Meeting

May 15, 2012

Board Members: Vice-Chair Bob Moore, Directors Ron Gallinat, Cathy Miller, Carol Moorehead, Scott Reynolds and John Sundell

Budget Committee: Peggy Kinkade, Bend-La Pine Schools, Shay Mikalson, Redmond School District, Patti Norris, Crook County School District, John Rexford, Bend-La Pine Schools, Sandy Tartaglia, Sisters School District, Ron Wilkinson, Bend-La Pine Schools, Duane Yecha, Crook County School District

HDESD Staff: Dr. Dennis Dempsey, Superintendent, Dr. Paul Andrews, Executive Director of School Improvement, Theresa Layman, Business Supervisor, Greg Munn, Director of Financial Services and Shelley Knutz, Executive Assistant

Call to Order: Budget Committee Chair Peggy Kinkade called the meeting to order with a quorum of 13 members at 5:30 pm

Approve Budget Committee Meeting Minutes from April 17, 2012

- Ron Gallinat moved and John Rexford seconded a motion to approve the minutes from the April 17, 2012 Budget Committee Meeting as presented. Motion carried 13-0

Achievement Compacts

Paul Andrews explained that the Oregon Education Investment Board (OEIB) requires all districts and ESDs to create achievement compacts. We must have an advisory committee in place next year but OEIB recommended that districts/ESDs seek advice this year from their budget committees.

There are seven state performance indicators from Oregon Education Investment Board:

- 1) Four and Five year graduation rate
- 2) Five year completion rate
- 3) Post-secondary enrollment
- 4) Post-secondary credits earned
- 5) Ninth-grade students on track for graduation
- 6) On-track sixth-grade students
- 7) Third-grade proficiency in reading and math

He noted that some districts are choosing to include local performance indicators. Paul attended the last meeting of the school improvement directors across the state and found everyone is responding to the performance indicators differently. Scott Reynolds asked if the outcomes/indicators we have been tracking could be used for this purpose. Paul said those outcomes would not satisfy this requirement because they focus on ESD programs instead of reporting how we are going to assist our districts. Scott noted that so much of our energy is spent on ages 0-5 that the indicators may not apply to us the same.



Cathy Miller suggested the ESD provide the achievement core. Shay said that districts needs to be at a certain size in order to provide services in an efficient way. Smaller districts can benefit from shared services and Shay believes that some shared school improvement initiatives could help. Ron Wilkinson said he would suggest the ESD not add anything new this year. He said there seems to be an excessive amount of energy being spent on some measures but not on others. He believes that continuing to track early childhood readiness would be a good place for the ESD to start. Cathy agreed that this would be very helpful for the districts considering the mandated full day kindergarten coming in 2014. For next year, however, the committee advised no additional local performance indicators for the ESD.

Questions Regarding Budget Document

Greg distributed a copy of the questions he received regarding the budget document as well as the answers to those questions. There were no additional questions from the committee members concerning the proposed budget.

Changes since Proposed Budget

Greg presented a budget summary of all funds. Some of the numbers have changed since the proposed budget was distributed. All adjustments were highlighted for the committee to clearly see the changes. Greg explained every revision under the general fund, local service plan and special revenue fund.

Opportunity for Citizen Participation

There was no citizen participation.

Approve High Desert ESD Budget Resolution for 2012-2013

- **Ron Wilkinson moved and Ron Gallinat seconded a motion to approve the resolution to approve the 2012-2013 budget. Motion carried 13-0**

Adjourn

The May 15, 2012 meeting of the High Desert ESD Budget Committee adjourned at 5:53 pm.

Peggy Kinkade, HDESD Budget Committee Chair

Shelley Knutz, Executive Assistant

Board of Directors Board Minutes May 15, 2012

- Board Members** Vice Chair Bob Moore, Directors Ron Gallinat, Cathy Miller, Carol Moorehead, Scott Reynolds and John Sundell
- HDESD Staff** Dr. Dennis Dempsey, Superintendent, John Rexford, Superintendent Elect
Dr. Paul Andrews, Executive Director of School Improvement, Jayel Hayden, Executive Director of Human Resources, Martha Hinman, Regional Executive Director of Special Programs, Greg Munn, Director of Fiscal Services and Shelley Knutz, Executive Assistant, Alea Renner, Mike Scofield
- Call to Order** Vice-Chair Bob Moore called the meeting to order with a quorum of 6 members at 6:05 pm
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PRESENTATION AND REPORTS

EI/ECSE Report

Martha Hinman provided the history of EI/ECSE contract funding along with a comparison of outcomes between High Desert ESD, Douglas ESD and the State target. We are currently running a two-day, 2.5 hour program and are seeing positive results. We do not plan to make any changes to the schedule. The transition time is a big challenge in a program that offers three sessions. Cathy Miller asked if there is a way to measure the expertise of staff to determine the impact staff has on outcomes. Martha said that the contract can affect hiring and the quality of individuals in the positions so it would be difficult to compare staff expertise with other districts. John Rexford asked how we compared with other programs in the state. Martha said that our programs are getting excellent results in every area. Especially when compared to other programs in Oregon. Martha noted the positive outcomes are not because we are allocating more funding per pupil. Dr. Dempsey commented that there are so many factors that go in to the services offered and the outcomes. Cathy Miller said these results should be things to consider in achievement compacts.

Fiscal Report

Greg Munn presented the Fiscal Report for May 2012

- He asked for feedback on the new format. The board members appreciated the format and like the introductory paragraph. This makes the report more understandable from a board member's perspective.
- Cathy Miller asked if there could be a statement clarifying the contingency is an amount required by law. She would like this to be clear so people understand that the contingency is non-negotiable to alleviate any misunderstanding.
- Question regarding Legal Services
- Fiscal Report Detail – Unaudited

Business Office Efficiencies

Mike Scofield and Alea Renner gave a presentation on Best Practices for Business Office Efficiency.

Alea is the regional financial services administrator and works with over 110 districts that are currently using the iVisions System. This system provides accounting and human resource management. Alea explained that iVisions is very user driven so if something is not working well they will work on it to make it easier.

Since the HDESD implemented the iVisions system in 2000, there have been considerable improvement in Accounts Payable. The Electronic Workflow Efficiencies continue to improve significantly. Accounts Payable and Electronic Workflow Efficiencies are improving notably.

Martha Hinman noted that she truly appreciates the efficiencies that are provided. She really notices an improvement working with the districts who have implemented iVisions compared to those district who still use a paper AP process.

Scott Reynolds asked about security measures and Alea noted there is a time-out feature as well as constraints on who is able to enter/access certain data. Cost is based upon enrollment so it is easier for smaller districts to receive the same services as the large districts. Mike complimented Alea on her impressive skill set. High Desert ESD is we are fortunate to have her in central Oregon.

Efficiencies that we are creating across multiple work sites is also increasing our cross training efforts. Maximizing the potential for collaboration.

When changing the Human Resources (HR) systems we need to be sensitive to the districts and their particular needs. The more we can remove the manual effort from HR, the more accurate the data. This also puts some of the ownership on the employee for keeping their data up to date. Greg Munn said there will be tremendous gains in efficiency. The only manual part in HR is the position request and salary placement. The system also runs the substitute payroll. John Rexford mentioned the success of the preloaded purchase cards in Bend-La Pine. He said that maintenance and transportation, where they make multiple small purchases, have found them to be very helpful.

ACTION ITEMS

Consent Agenda

- **Carol Moorehead moved and John Sundell seconded a motion to approve the consent agenda as revised. Motion carried unanimously.**

DISCUSSION ITEMS

First Reading Board Policy EBB – Pest Management

Required policy on pest management. John Sundell asked about this policy impact the buildings that we lease in addition to the buildings we own? Dennis will check into this question and get the answer out to the board members before the next meeting. Consider including or excluding this information in the policy....

Superintendent Report

Deschutes Childrens Forest available – Paul said the momentum is strong to get the students out in the Bend, Redmond and Sisters school district.

Regardless of how bargaining, there will be a RIF of some size. Efficiency study for 2012 is in legal services – high level report and a general sense of what districts are paying for legal services and what they are using the services for.

Request from Spray and Mitchell to find out if we would be interested in providing business services for them. Alea and Greg held a meeting with the districts to see what they needed for a July 1 start date. Smaller districts do not have the resources to provide these services of their own. He would like to hear from the board members to get their opinion on if we should pursue this or ? Bob said he would like to have John come up with a template of where we envision the ESD going and then judge requests such as this by that template. It is possible that Crook County may be able to find the resources to provide these services.

Scott Reynolds said we need a clear vision on this shared services. He has a real concern about workload for the HDESD. There could be a place for this in our vision but maybe now is not the best time to do it. Greg noted that both superintendents understand best practices and they are looking for someone to come in and show them best practices. We do not have the time to be traveling to those districts. Greg is confident we can provide the services they need. It would build a pool of resources that would allow us to pay for staffing in the future. Mitchell is purchasing their services from North Central. There isn't much flexibility in North Central.

John Rexford said he is a bit cautious about taking on new projects – He would like to have a strategic plan to make sure our core is operating at it maximum potential. He would hate to pass up a possibility like this because he is conscious of shared services fatigue. He hates to miss the opportunity but he is very sensitive to the fatigue.

Scott Reynolds said he is concerned about cost neutral. If this could possibly cost us money in the future, we really need to think it over. Greg said he believes we would have adequate funds for hiring someone to alleviate the fatigue. Legal Services and HDESD already serve these areas.

Ron Gallinat asked how much time he is spending in Crook County. Greg said he spends one day per week and that will be ending June 30. They are meeting to discuss their next steps. Dennis told the districts he would follow up with them after discussing with the board.

Scott Reynolds said he would look into the opportunity and discuss the need to go slow. Carol and Bob agree. Ron said he has mixed feelings on the issue because of the fatigue. John said if it can be worked out on paper, if the work can be handled electronically, he doesn't see too much concern. Cathy Miller said that having a template and vision is crucial. JR agreed that we do have some time since this would cut over on July 1.

Bob asked Dennis for his transition plan. He has been meeting with JR and Paul. Question about his calendar. The regular session adjourned to Executive Session at 7:50

EXECUTIVE SESSION

Adjourn

Scott Reynolds moved and Ron Gallinat seconded the motion to adjourn. The May 15, 2012, High Desert Education Service District Board of Directors Meeting adjourned at 8:30 pm.

Bob Moore, Board Vice-Chair

Shelley Knutz, Executive Assistant