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## Board of Directors Board Minutes June 17, 2014

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

**HDESD Staff** John Rexford, Superintendent, Paul Andrews, Deputy Superintendent, Shawna Bell, Business Analyst, Sandy Bishop, Programs & Special Services Director, Greg Colvin, Staff Attorney, Jayel Hayden, Human Resource Director, Greg Munn, Financial Services Director, Shawn Swisher, Staff Attorney and Shelley Knutz, Executive Assistant

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### REGULAR SESSION

Regular Session was called to order at 5:38 pm.

### BUDGET HEARING

#### Open High Desert ESD Budget Hearing 2014-15

- Bob Moore opened the High Desert ESD Budget Hearing 2014-15 at 5:38 pm.

#### Audience Participation

- There was no audience participation or comment regarding the 2014-15 budget.

#### Close High Desert ESD Budget Hearing 2014-15

- The High Desert ESD Budget Hearing was closed at 5:40 pm.

### PRESENTATION AND REPORTS

#### Legal Services Report

Greg Colvin and Shawn Swisher joined the board meeting to report on the Legal Services Department. Shawn shared a brief presentation, and Greg provided some background information. The department was created 16 years ago with the four constituent districts and John Witty. The primary focus was bargaining and employment law. They now represent the four LSP Districts and the High Desert ESD. They also represent eight contract districts outside the LSP service area. The Legal Services Department continues to provide legal advice in the areas of Labor & Employment and Collective Bargaining. They also advise on IDEA, 504, ADA, Civil Rights, contracting, student rights & discipline, and various other legal issues. It is a very unique area of law, and they try to do the best they can for districts and kids.

Bob Moore noted Legal Services has grown over the years, and districts seem to really appreciate the service. He isn't aware of other districts that provide this service. It seems like such a great option, especially for smaller districts. It is almost like an insurance policy for the districts. Doug noted that as a former superintendent, the legal services department is a valuable resource for the districts. Scott said he recognizes and appreciates the long hours put in not only in local districts but in districts out of the area. Superintendent Rexford considers himself a power user; he is grateful to have the attorneys to use as a sounding board.



## **Restraint and Seclusion Update**

Sandy Bishop reviewed the 2013-14 Physical Restraint & Seclusion Annual Report. All staff in the programs have been trained in non-violent intervention, and a large component of the training is focused on de-escalation. These programs are set up to deal with the most challenging children we have, so we would expect this data would be different than in a regular classroom setting. Bob asked how the students in the LTCT program will be handled when it is terminated this year. Sandy said we are holding out hope that we will be able to find a program that will fit the needs of these students, and our districts.

## **Fiscal Report**

Revenue year to date through May is \$1.9 which is 2% more than the same time last year. Much of the increase is in the State School fund due to an increase in the formula and enrollments in our districts. There was discussion regarding the ending fund balance. Carol Moorehead asked Greg for his opinion on a reasonable amount to carry forward into the next year. Greg said district carryovers vary from 5-18%. The High Desert ESD board policy sets the carryover at a minimum of 5%. He is comfortable with where we are currently. Superintendent Rexford explained that the carry forward becomes a resource in the general fund. It will be rolled over to the general fund beginning fund balance on July 1.

We are currently coordinating the installation of new software that will bring electronic time keeping and time sheeting to the Redmond and Culver districts, as well as to the ESD. Processing time sheets electronically will significantly reduce the amount of time for payroll staff in the region.

Superintendent Rexford recognized Greg for the work he has been doing at the state level. He has been working with Jim Mabbott and OAESD on indirect rates, using a trailing average to smooth out the calculation. Greg has also been working with the Frontier Five rural ESDs that have a \$1.0M floor. Three have gone out on their own to get that amount increased. Greg is doing the background on a compromise solution, and will work to put something together. Superintendent Rexford thanked Greg for his good work in these areas.

## **ACTION ITEMS**

### **Resolution 27-14 – Adopting the Budget, Making Appropriations and Imposing and Categorizing Taxes for Fiscal Year 2014-15**

Greg walked the Board through the changes from the budget approved by the Budget Committee. There were changes to the general fund, special revenues fund, debt service fund, and facilities funds resulting in a total budget of \$37.6M.

- **Doug Nelson moved and Terry Rahmsdorff seconded a motion to approve Resolution 27-14 – Adopting the Budget, Making Appropriations and Imposing and Categorizing Taxes for Fiscal Year 2014-15 as presented. Motion carried 8-0.**

### **Approve Superintendent Evaluation**

Scott Reynolds thanked Shelley for capturing all of the feedback and comments for Superintendent Rexford's evaluation. We will use this next year as a guideline to measure Superintendent Rexford and his staff's accomplishments during the year.

- **Carol Moorehead moved and Bob Moore seconded a motion to approve the Superintendent Evaluation Summary as presented. Motion carried 8-0**

### **Approve Recommendation for Compensation for Non-Represented Employees**

Represented staff will receive 1% with a \$23 per month insurance cap. He would like to treat all non-represented staff the same. He has worked with Jayel and Paul to create a salary schedule for Confidential Staff. Leadership will continue working on future standardized compensation structures for all other non-represented staff that are in part tied to performance indicators.

- **Doug Nelson moved and Carol Moorehead seconded a motion to approve the Recommendation for Compensation for Non-Represented Employees. Motion carried 8-0**

## **Approve Strategic Direction and Priorities for High Desert ESD**

The Strategic Planning Committee has been working over the past six months to develop a Strategic Direction and Priorities for High Desert ESD. Superintendent Rexford is asking for the Board to approve a new vision statement, an updated mission statement, and a set of strategic priorities. The next steps will include development of strategic initiatives and action plans to support and advance the identified priorities. Carol thanked the Strategic Planning Committee for all of their work, it looks great.

- **Scott Reynolds moved and Ron Radabaugh seconded a motion to approve the Strategic Direction and Priorities as presented by the Strategic Planning Committee. Motion carried 8-0**

## **Consent Agenda**

Doug asked about the resignations from the desktop positions. Jayel explained they are being transferred back to Redmond. All five staff members affected by the transfer have been offered positions with Redmond School District.

- **Doug Nelson moved and Jenni Newby seconded a motion to approve the Consent Agenda as presented. Motion carried 8-0**

## **DISCUSSION ITEMS**

### **First Reading Board Policy DJ-DJC – Purchasing and Bidding**

Greg explained that our existing purchasing policy (DJ) was approved in 2005 and needs to be updated. This proposed policy will combine the purchasing (DJ) and bidding policies(DJC), and will keep it at the policy level. The policy is attached to the attorney general model rules in place at the time of the policy adoption. The limit for obligating district funds has been moved from \$150,000 to \$300,000.

### **Superintendent Report**

- Superintendent Rexford referenced the information sent to each board member from the LaPine Rural Fire District. It was sent to the board members for them to take into consideration, and does not require any action.
- Facilities Committee Update – We were looking at a building up on Airport Way, but there has been an offer on that building. Our lease at the Redmond District will be extended until June 30, 2015. It is still his goal to bring all staff together where it would make sense.

### **Board Chair Report**

- OSBA Summer Conference Reminder
- There will be a dinner meeting on June 19<sup>th</sup> with the region's board chairs and Betsy Miller-Jones from OSBA. They have asked each district to discuss a critical issue in their district. Our focus will be to bring all students up to the third grade reading benchmark.
- OSBA Board will be meeting at for their retreat this weekend. They will focus on 5<sup>th</sup> year high school, implementation of Common Core and Smarter Balanced testing.
- First edition of the OAESD Newsletter was released.
- Bob and Scott have met with Greg Colvin to review John and Paul's contracts. They are looking at moving it forward to a three year contract.
- Board elections will take place in July. The July meeting will be at Skyliner Lodge.

## **Adjourn**

The June 17, 2014, High Desert Education Service District Board of Directors Meeting adjourned at 7:10 pm.

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Bob Moore, Board Chair

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Shelley Knutz, Executive Assistant