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## Board of Directors Board Minutes June 18, 2013

- Board Members** Bob Moore, Board Chair, Scott Reynolds, Vice-Chair, Directors Cathy Miller, Carol Moorehead, Doug Nelson, Jenni Newby and John Sundell. Board Members Elect John Lang and Mike McGowan.
- HDESD Staff** John Rexford, Superintendent, Paul Andrews, Deputy Superintendent, Jayel Hayden, Director of Human Resources, Diane Meyers, HDEA Representative, Greg Munn, Director of Fiscal Services and Shelley Knutz, Executive Assistant
- Call to Order** Board Chair Bob Moore called the June 18, 2013 meeting to order at 5:35 pm
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### BUDGET HEARING

#### Open High Desert ESD Budget Hearing 2013-14

- Bob Moore opened the High Desert ESD Budget Hearing 2013-2014 at 5:35 pm.

#### Audience Participation

- There was no audience participation or comment regarding the 2013-2014 budget.

#### Close High Desert ESD Budget Hearing 2013-2014

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

### REPORTS

#### Fiscal Report

Greg Munn presented the Finance Report for June 2013

- General Fund revenues are up compared to last year, primarily due to timelier recording of indirect revenues and an increase in State School Fund revenue.
- Estimated revenue for the year is up \$50,150 from the amended budget, as a result of the revised State School Fund revenue estimates for this year.
- We have spent less this year compared to last year due in part to special education administration duties being transferred to in-house staff and lower administrative costs being shared across the districts.
- The Finance Committee will meet in October to review the audit. The auditors will be reporting to the Board in November.
- Scott Reynolds asked if additional PERS reform would be reflected in the ending fund balance. Greg Munn explained that any added PERS reform will be reflected in next year's budget.

#### Better Together Report

Paul Andrews noted Anna Higgins has been hired to oversee the Better Together program. This program is a result of an Oregon Community Foundation grant we received to focus on creating a regional culture of higher education. The collective impact model brings together all partners who can have an impact on creating that culture of higher education. We are the backbone organization for this initiative. The implementation of the Cascade Commitment will make it easier for high school students to earn college credits, which ties into Better Together's goals. Leadership at Central Oregon Community College and Oregon State University are making this a priority.

Superintendent Rexford referenced the umbrella graphic which helps explain how the early childhood education initiative fits with all of these elements. It also helps visualize how the Cascade Commitment will fit into the bigger picture. We are the logical conduit to make sure these services get delivered to assist our students in achieving the 40-40-20 goal. Mike McGowan asked if the Mid-Columbia Children's Council is partnering with us. Paul noted we are working with NeighborImpact's Headstart program in Crook and Deschutes counties. However, we are still in the early stages and continue to bring on new partners. The tri-county is putting in a proposal to be an early learning hub.

## **SWEARING IN BOARD MEMBERS**

### **Oath of Office**

Bob Moore administered the Oath of Office to John Lang and Mike McGowan.

Mr. Lang was elected to represent the Crook County School District effective July 1, 2013. He is currently serving on the Crook County School Board and his term will end June 30. John is looking forward to the contribution he can make to the High Desert ESD. He has seen what a good education has done for his sons, and is an advocate for education.

Mr. McGowan was elected to represent the Redmond School District effective July 1, 2013. His son has gone through the Redmond School District and he knows the value the ESD can bring to the districts. He met with Superintendent Rexford to discuss his vision for the ESD. Mike sees the improvement that can be made at the state level, and believes he will be able to provide a business prospective to the Board.

The board members welcomed them and thanked them for their interest in serving on the Board. Bob and Scott will schedule a time to meet with the newest board members in August or September.

## **ACTION ITEMS**

### **Approve Bargaining Agreement with High Desert Education Association (HDEA) for 2013-2015**

Superintendent Rexford invited Shawn Swisher, Staff Attorney, to review the proposed bargaining agreement. Shawn distributed a summary of the issues that were addressed during the Interest Based Bargaining agreement. He reviewed the points of the tentative agreement.

Doug Nelson asked for an example of a hard to fill position and what the incentive would be. Shawn said some options to consider would be a stipend or mileage. The committee will decide what makes sense based on the situation. Bob appreciated the flexibility that this will allow for designating a hard to fill position and determining the appropriate incentive options.

Shawn noted it is exciting to be restoring the 4 cut days as it allows us to restore services to young children. Superintendent Rexford noted that this agreement is very consistent with agreements across the other districts. Bob appreciates the HDEA and the concessions they have made over the past few years of declining budgets. Doug congratulated the bargaining team for being able to come to a two year agreement.

- **Scott Reynolds moved and Carol Moorehead seconded a motion to approve the Bargaining Agreement with High Desert Education Association for 2013-2015 as presented. Motion carried 7-0.**

### **Resolution 23-13 – Adopting the Budget, Making Appropriations and Imposing and Categorizing Taxes for Fiscal Year 2013-14**

Greg Munn reviewed the changes to the budget approved by the Budget Committee. He noted this is the best budget we have brought to the Board in three years. It is conservative and built upon the \$6.55B SSF budget. Bob confirmed the money that was added to the budget in order to cover the agreement increases. Doug asked what the plan will be if we have additional funding. Superintendent Rexford said he would push for adding back days.

- **Doug Nelson moved and John Sundell seconded a motion to approve Resolution 23-13 – Adopting the Budget, Making Appropriations and Imposing and Categorizing Taxes for Fiscal Year 2013-14 as presented. Motion carried 7-0.**

### **Resolution 24-13 – Transfer of Appropriations**

Greg Munn explained that because of the increased revenue from Medicaid Administrative Claiming surveys we pay out to participating districts, we need to allow for the transfer of these funds.

- **Carol Moorehead moved and Doug Nelson seconded a motion to approve Resolution 24-13 – Transfer Appropriations as presented. Motion carried 7-0.**

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

Superintendent Rexford believes it is important to bring this request to the full board for authority to modify compensation to non-union represented employees. He would like to modify compensation for non-represented staff in a similar manner to the represented employees, within the constraints of existing budget resources. This would include approximately 50 staff members, and should be \$60,000 for a one year. Scott Reynolds said he appreciated having this discussion upfront. He is pleased to see an organized process put in place. Superintendent Rexford will be working with Jayel Hayden to create a system for compensating non-union represented employees in the future.

- **Cathy Miller moved and Scott Reynolds seconded a motion to approve the Compensation for Non-Union Represented Employees as amended. Motion carried 7-0.**

### **Approve Superintendent Evaluation**

Scott Reynolds thanked Carol, Doug and Cathy for creating the new evaluation procedure. Next time they use this process, they would like to get more narrative comments. Cathy agreed that anyone rating the superintendent with an above average or exceptional rating should qualify their rating with an explanation. Bob and Scott will schedule a meeting with Greg Colvin to discuss the details of Superintendent Rexford's employment contract. John Lang said they just completed a 360 review for the Crook County superintendent and found it to be a good process.

- **Doug Nelson moved and Carol Moorehead seconded a motion to approve the Superintendent Evaluation Summary as presented. Motion carried 7-0.**

### **SB 290 – Evaluation Proposal**

Jayel Hayden explained all of the collaboration that went into this process. Our administrative evaluation mirrors the other districts in Central Oregon. He reviewed all of the Elements using multiple measures. The committee has agreed to fully embrace SB290 and although only a few of our positions would require this, we want to adopt a robust evaluation system and hold ourselves accountable like the districts. Jayel will be working at length with staff next year to implement all aspects of the process. This will incorporate the outcomes work we have been implementing the past several years. We are a few steps ahead of other ESDs because of our work with Chalkboard. He reviewed the plan for training all staff and evaluators on the evaluation and support system.

Superintendent Rexford mentioned the HDESD is well positioned to begin this evaluation process. Jayel's regional perspective has been invaluable and he has led a very collaborative process. Cathy acknowledged that the amount of time to implement this has been huge. She asked what Jayel anticipates to be the greatest challenge and he said student outcomes. Doug mentioned the evaluation document for administrators had a lot of "TBD"s noted. Jayel confirmed that the administrative piece is a work in progress. The administrators will be responsible for evaluating only those individuals they supervise.

- **Carol Moorehead moved and John Sundell seconded a motion to approve the Teacher/Specialist and Administrator Evaluation systems as presented. Motion carried 7-0.**

### **Consent Agenda**

Jayel mentioned there were 10 people affected by the reduction in force (RIF). Seven of the ten have been offered positions with Redmond School District.

- **Carol Moorehead moved and Cathy Miller seconded a motion to approve the Consent Agenda as presented. Motion carried 7-0.**
  - Personnel Changes for June 2013
  - Budget Meeting Minutes 5-21-13
  - Board Minutes 5-21-13

## DISCUSSION ITEMS

### Superintendent Report and Legislative Update

- The Achievement Compact filing deadline has been moved to October. This change makes sense because we will have updated student data by that time.
- We adopted a Physical Restraint and Seclusion policy to comply with OAR 581-021-0559(1). Public education programs are required to document physical restraint and seclusion data including demographic data that had not been reported in the past. Cathy asked if it was possible to know whether the students were restrained because they were a danger to themselves or to others. We have documentation for each restraint, so that information is available. Bob would like to know how these numbers compare with other organizations similar in size to the HDESD. Superintendent Rexford noted this is our first attempt collecting the data and we will try to provide the analysis at a later date. Paul explained that there is a group that meets on annually to review the data to make sure we are doing all we can do. Scott appreciates tracking this information to ensure we are keeping our staff safe.

### Board Chair Report

- Bob noted that HB3401 is still viable and is not certain where it will end up.
- There is an ongoing budget battle in Salem. The final budget number will certainly impact our organization.

## PRESENTATIONS

### Board Member Recognition

Bob thanked Cathy and John for their years of service on the High Desert ESD Board of Directors. They were instrumental on many committees and in the governance of the ESD. He has always appreciated their attention to detail at the meetings and during the policy review process, and he will miss that. The other board members shared their appreciation of Cathy and John.

### Adjourn

Cathy Miller moved and John Sundell seconded the motion to adjourn. The June 18, 2013, High Desert Education Service District Board of Directors Meeting adjourned at 7:25 pm.

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Bob Moore, Board Chair

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Shelley Knutz, Executive Assistant