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**Board of Directors Board Minutes**  
June 21, 2016

**Board Members** Scott Reynolds, Board Chair, Directors Mike McGowan, Bob Moore, Jenni Newby, Ron Radabaugh and Terry Rahmsdorff

**HDES Staff** John Rexford, Superintendent, Paul Andrews, Deputy Superintendent, Shawna Bell, Business Analyst, Sandy Bishop, Director of Special Programs, Jayel Hayden, Human Resource Director, Greg Munn, Director of Fiscal Services and Shelley Knutz, Executive Assistant

**Call to Order** Scott Reynolds called the June 21, 2016 meeting to order at 5:30 pm

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## **BUDGET HEARING**

### **Open High Desert ESD Budget Hearing**

The 2015-16 supplemental budget and 2016-17 budget hearing was opened at 5:32 pm.

### **Audience Participation Regarding Budget**

There was no audience participation or questions regarding the supplemental budget or proposed budget.

### **Close High Desert ESD Budget Hearing**

The 2015-16 supplemental budget and 2016-17 budget hearing was closed at 5:35 pm.

## **REPORTS**

### **Restraint and Seclusion**

Sandy Bishop shared the 2015-16 High Desert ESD Physical Restraint and Seclusion data. She is pleased to see a reduced number of restraints and seclusions overall. Staff have been proactive by participating in Crisis Prevention Institute (CPI), Collaborative Problem Solving (CPS) and other trainings that equip them with positive strategies for handling difficult situations. She contributes these trainings to directly reducing the number of restraints and seclusions across the districts.

We have been operating the High Desert Children's Program (HDCP) with Deschutes County Mental Health this past year. These are the most acute students we work with, and some are on the verge of going into residential care. As the number of restraints and seclusions have increased in the HDCP, they have worked with the staff on intervention strategies.

Terry Rahmsdorff asked if enrollment has increased, or if it remained relatively steady over the years. Sandy confirmed that the enrollment numbers have been consistent. Bob Moore asked if there was a way to see how we compare with other programs across the state. Sandy said this hasn't been a conversation at the state level, but it is an area of concern and focus within the district. We are required to report it to the state, and post on our website, so we should be able to review other district's data.

## **Fiscal Report**

- We received the 2014-15 State School Fund true up payment in May. This totaled \$5,393 for the ESD and \$48,500 for our districts.
- We are earning slightly more in interest but still only .875%.
- We conducted a survey of the Budget Committee members. A common theme was trying to reduce the amount of time it takes for the two meetings. We used to have just one meeting and will explore that idea for next year. The top ten budget highlights were well received.

## **Facilities Report**

- Bob Martin has just completed collecting water samples from all our locations. Bend-La Pine School District will be taking samples in buildings where we have programs and will give us copies of their reports.
- A new 7.5 ton HVAC unit will be installed to replace the unit on the original building at Manzanita.
- Working with 509j on appropriate modifications to Westside Elementary School for the ECSE programs. They will be increasing the number of high school students in the credit recovery program there.

## **DISCUSSION ITEMS**

### **Superintendent Evaluation Report and Discussion**

Scott noted that Carol did a great job summarizing the superintendent evaluation discussion. Superintendent Rexford distributed a copy of his proposed priorities for 2016-17.

### **Superintendent Report**

- ✓ Superintendent Rexford has sent a proposed MOU to the union regarding sick time to use as our guideline until we go into full bargaining next year. This will allow us some time managing the changes. It will also allow time to see if the 2017 legislature makes any adjustments to the provisions that may fit our sick leave policy. The sick time impact has been about \$3,000 since January 1, 2016.
- ✓ Non-union represented compensation process will be adjusted for 2016-17.
- ✓ Better Together is becoming a regional VISTA provider and has just hired 18 VISTA volunteers to work on the 8+9 Program over the summer. They have hired 5 full time Vista volunteers for next year, one remains posted. We have posted a .6 VISTA volunteer coordinator position.

### **Board Chair Report**

- ✓ We have received an application for the At Large position from Ron Radabaugh, and one for the Higher Ed position from Kathy Biles. Those positions will be appointed at the July board meeting.
- ✓ Scott has had discussions with Superintendent Rexford and Deputy Superintendent Andrews regarding their contracts which will be presented as action items.
- ✓ Doug had a great visit with our legislators in Washington, DC. He will be sharing more about this at the next meeting.
- ✓ Bob and Superintendent Rexford joined the OAESD Governance meeting. They talked about broadening the influence of the OAESD across the state. Gary Peterson will be the new Executive Director of the OAESD. They will be meeting with WAESD leadership in November during the OSBA Conference.

## ACTION ITEMS

### **Resolution 44-16, Adopting Budget Increase and Making Appropriations for Fiscal Year 2015-16.**

Several increases have occurred in the Facilities Maintenance fund that were not known at the time the budget was adopted in June 2015. These increases consist of costs related to the final remodel, move-in and operating costs of the new administrative building and construction management services offered through the ESD.

- **Mike McGowan moved and Ron Radabaugh seconded a motion to approve a supplemental budget appropriation increase for fiscal year 2015-16 for purposes described in the resolution in the amount of \$114,000 as presented by staff. Motion carried 6-0.**

### **Resolution 45-16, Adopting the Budget, Making Appropriations and Imposing and Categorizing Taxes for Fiscal Year 2016-17.**

The High Desert ESD Budget Committee approved the 2016-17 budget on May 17, 2016. The budget recommendation for the Board to adopt is identical to that approved by the budget committee with the exception of a \$5,000 increase in the Special Revenue Fund transfer appropriation amount to accommodate a transfer of grant funds received in 2015-16 that won't happen until 2016-17.

- **Terry Rahmsdorff moved and Ron Radabaugh seconded a motion to approve Resolution 45-16, Adopting the Budget in the amount of \$44,303,717, Making Appropriations in the amount of \$43,643,317 and Imposing and Categorizing Taxes at the rate of \$0.0964 per \$1,000 of assessed value for district operations for the 2016-17 tax year upon the assessed value of all taxable property within the district. Motion carried 6-0.**

### **Approve Superintendent Evaluation**

- **Bob Moore moved and Mike McGowan seconded a motion to approve the Superintendent Evaluation Summary and 2016-17 Superintendent Priorities as presented. Motion carried 6-0.**

### **Approve Amendment to Superintendent Contract**

Scott introduced the amendment to Superintendent Rexford's contract. He still has two years on his contract, and his base salary is set at \$144,145 for the 2016-17 year.

- **Bob Moore moved and Ron Radabaugh seconded a motion to approve the Superintendent Employment Contract Amendment for 2016-17 as presented. Motion carried 6-0**

### **Approve Deputy Superintendent Contract and Amendment**

Scott explained Deputy Superintendent Andrews' contract proposes a base salary of \$136,938. The contract also includes a provision designating Deputy Superintendent Andrews as the successor to the current Superintendent. The proposed amendment allows for a decrease in contract days to 240 for the 2016-17 school year, as well as a salary adjustment to \$131,460.48 for 2016-17.

- **Mike McGowan moved and Ron Radabaugh seconded a motion to approve the Deputy Superintendent Contract and Amendment for 2016-17 as presented. Motion carried 6-0.**

### **Approve Insurance Plan Recommendation for 2016-17**

The Insurance Committee met and agreed to offer all of the medical options, 4 dental plans and 3 vision options. The new options reflect an 8.9% increase with a reduction in benefits across the board. Our collective bargaining agreement requires Board approval of the recommendation.

- **Bob Moore moved and Ron Radabaugh seconded a motion to approve the Insurance Plan Recommendations as presented. Motion carried 6-0.**

## Consent Agenda

Superintendent Rexford noted that Theresa Layman has retired after many years with HDES.

- **Mike McGowan moved and Ron Radabaugh seconded a motion to approve the Consent Agenda as presented. Motion carried 6-0.**
  - Personnel Changes – June 2016
  - Budget and Board Minutes – May 17, 2016

## Adjourn

The June 21, 2016, High Desert ESD Board of Directors Meeting adjourned at 6:30 pm.

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Scott Reynolds, Board Chair

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Shelley Knutz, Executive Assistant