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## Board of Directors Board Minutes July 18, 2017

**Board Members** Carol Moorehead, Board Chair, Directors: Seana Barry, Gwen Carr, John Lang, Bob Moore and Scott Reynolds

**HDES Staff** Paul Andrews, Superintendent, Dave Burke, Assistant Superintendent, Rachel Wenten-Chaney, Chief Information Officer and Shelley Knutz, Executive Assistant

**Call to Order** Carol Moorehead called the July 18, 2017 meeting to order at 5:30 pm

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### Oath of Office

Crook County School Board elected Gwen Carr to serve as their representative on the High Desert ESD Board of Directors. Board Chair Carol Moorehead administered the Oath of Office to Gwen Carr. Her term will run from July 2017 through June 2021.

### Board Appointments -Business Community and Social Services Board Representatives

Carol noted there are two appointed positions open at this time, Business Community and Social Services representatives. We have received one application for each position. Carol reminded the board members that only those members elected by districts (Scott, Gwen and Carol since Doug and Mike are absent) will be eligible to vote on the appointed positions. Members received the applications to review prior to the meeting.

- **Scott Reynolds moved and Gwen Carr seconded a motion to appoint John Lang as Business Community Representative. Motion carried 3-0**
- **Scott Reynolds moved and Gwen Carr seconded a motion to reappoint Bob Moore as Social Services Representative. Motion carried 3-0**

### Election of 2017-18 Officers

Chair Moorehead opened the meeting to nominations for the 2017-2018 officers.

- **Bob Moore moved and Seana Barry seconded a motion to nominate Kathy Biles as Vice-Chair for 2017-18. Motion carried 6-0**
- **Bob Moore moved and John Lang seconded a motion to nominate Carol Moorehead as Chair for 2017-18. Motion carried 6-0**

## REPORTS

### Fiscal Report

General Fund revenue and expenses year-to-date continue to track with the historical monthly trend from last year. As a percent of budget, overall revenue collection is slightly below this time last year due to a one-time \$37,000 unemployment reserve refund received last year.

Total revenue for the 2016-17 year is projected to be slightly more than originally budgeted due to State School Funds and tax collections that exceeded our original estimates. Because there were no major changes to PERS this year, we do not anticipate having to draw down our PERS reserve fund.

## Facilities Report

Superintendent Andrews noted that all vendor annual contracts have been negotiated for the 2017-18 year. We are ready for a concrete slab to be poured at Manzanita to place all storage containers. Some minor roof repairs will occur this month at the Prineville Education Center along with repairs to the ceiling tiles as a result of the heavy snow loads. At the High Desert Regional Education Center the downstairs cubicle area has been reworked to accommodate a new workspace layout.

## DISCUSSION ITEMS

### First Reading Board Policies

- ✓ GCQB – Professional Research, Publishing, Copyrights and Patents  
Superintendent Andrews explained we do not currently have a policy for this but our new auditors recommended that we adopt a policy addressing intellectual property. Bob asked how we would relay this policy to staff. It will be reviewed with the administrative leadership team with the expectation they share this information with their staff.

### Oregon ESD P-20 Network Agreement

Oregon Association of Education Service Districts (OAESD) created the idea of a P-20 Network to focus on how ESDs can work better together instead of competing against each other. With the positive relationship ESDs have with the Oregon Department of Education and the Chief Education Office we thought this would be a good opportunity to adopt such an agreement. We envision ESDs serving as a conduit to help with new initiatives, services, grants etc. The OAESD Program Cabinet will look at all the requests for work.

The P-20 Network will be under OAESD but ESDs do not have to be members of OAESD in order to participate. Superintendent Andrews reviewed the dispute resolution process. Bob Moore asked if there is a way to withdraw from the Network if we feel it isn't a good fit for HDESD. It is a yearly renewal and after six months an ESD is able to withdraw.

Assistant Superintendent Burke noted that grants don't often come at an opportune time for school districts. This network would give districts a voice on making the system work even smoother. We have asked to be included at the design level. Superintendent Andrews wanted to make the Board aware of the network and he will sign on behalf of the ESD to support it.

### Superintendent Report

Legislative Outcomes –

- ✓ \$8.2B State School Fund budget was better than originally stated.
  - CORP, Day Treatment and Healthy Families are being funded at Current Service Level (CSL).
  - EI/ECSE received a 3.5% increase.
  - The CTE Revitalization grant increased 11% above CSL.
  - Kindergarten Partnership & Innovation, Early Learning Hub and STEM programs were all decreased.
  - Measure 98 is being funded at 68%; Measure 99 was funded at \$24M
  - The Chief Education Office is also being reduced. They are losing about 40% of their staff.
- ✓ Executive Team Retreat was held on 7/11. They started with a team building experience at Bend Escape Room before spending the afternoon at Skyliner Lodge. They are currently focused on ESD culture.
- ✓ John Rexford received the Bev Gladder award from COSA for his mentorship of administrators. This is a very well deserved award.
- ✓ Superintendent Andrews has been meeting 1:1 with executive team, administrative leadership team, board members and legislators.

- ✓ With the continued growth in staff, we are putting in alternative work spaces to accommodate the growth. We are going to make offices available for people to use. This is an alternative to adding more square footage.
- ✓ Superintendent Andrews and Lauren Lester presented at the OSBA Summer Conference at the Riverhouse July 14-16.
- ✓ Karina Smith, Migrant Ed. Director, organized a Migrant National Summer Learning Day last week at Sage Elementary. Students were able to experience different activities. Karina runs the summer school for migrant education and is doing an excellent job.
- ✓ The Early Learning Hub is off & running.
- ✓ The Statewide CTE-STEM "Convening" will be held in Bend on August 2<sup>nd</sup> and 3<sup>rd</sup>.

### Board Chair Report

- ✓ Carol mentioned the possibility of changing the calendar by cancelling the August 15 board meeting. At this time there are no pressing orders of business in August.
  - **Seana Barry moved and Scott Reynolds seconded a motion to change the board meeting calendar by cancelling the August 15, 2017 board meeting. Motion carried 6-0.**
- ✓ ESD Email accounts – Rachel explained that we have moved from Outlook to Google. Some board members are not accessing their ESD accounts. We have the ability to forward to a personal account. The state archivist strongly recommends you have separate accounts for High Desert ESD board business. All board member accounts have been set up in Google. Rachel has a small survey for board members to complete. She will send out an email with the information about each board member preference for email address, and a question about the possibility of providing Chromebooks. We want to set them up for what works best for them. Will continue this discussion at the September meeting
- ✓ The auditors have sent out surveys to all board members requesting feedback. The auditors want to hear directly from the governing board. Shelley will provide board members with the physical address.
- ✓ John mentioned that he feels it would be beneficial and convenient to have business card. Shelley will order 50 cards per board member once email preferences have been established.

### ACTION ITEMS

#### Resolution 51-17, Annual Procedural Business

- **Bob Moore moved and Gwen Carr seconded a motion to approve the Annual Procedural Business Resolution 51-17 as presented by staff. Motion carried 6-0.**

#### Second Reading Board Policies

- ✓ GCBDA/GDBDA – Family Medical Leave
- ✓ GCL – Staff Development-Licensed – We have a number of professionals who are licensed through agencies other than TSPC. We removed the language referencing TSPC and replaced it with "their licensing agency".
- **Scott Reynolds moved and Seana Barry seconded a motion to approve the policies as presented. Motion carried 6-0.**

#### Insurance Committee Recommendation

The High Desert ESD Insurance Committee has met and reviewed plan options for the 2017-2018 year. The Committee was in agreement to offer all medical, dental and vision options available in Central Oregon.

- **Seana Barry moved and Gwen Carr seconded a motion to approve the Insurance Committee Recommendation as presented. Motion carried 6-0.**

## Consent Agenda

- Bob Moore moved and John Lang seconded a motion to approve the Consent Agenda as presented. Motion carried 6-0.
  - Personnel Changes – July 2017
  - Board Minutes – June 20, 2017

## Adjourn

The July 18, 2017, High Desert ESD Board of Directors Meeting adjourned at 7:10 pm.

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Carol Moorehead, Board Chair

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Shelley Knutz, Executive Assistant