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Board of Directors Board Minutes September 19, 2017

- Board Members** Carol Moorehead, Board Chair, Kathy Biles, Vice-Chair, Directors: Gwen Carr, John Lang, Bob Moore and Scott Reynolds
- HDESD Staff** Paul Andrews, Superintendent, Dave Burke, Assistant Superintendent, Jayel Hayden, Human Resource Director, Greg Munn, Business Office Director, Rachel Wenten-Chaney, Chief Information Officer and Shelley Knutz, Executive Assistant
- Guest** Gary Peterson, OAESD Executive Director
- Call to Order** Carol Moorehead called the September 19, 2017 meeting to order at 5:30 pm
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REPORTS

OAESD Executive Director Report

Gary Peterson reviewed the P-20 Support Network and the ESDs that have elected to participate in the Network. This Network will create a single point of contact for ODE and others with interest in working with Oregon ESDs and their constituent districts. It will support ODE and other state entities in the effective and efficient design implementation of initiatives requiring statewide or multi-ESD coordination and collaboration.

OAESD Program Cabinet is strategizing Network approaches for future proposals in the areas of chronic absenteeism, trauma informed care, regional educator networks, delivery of Measure 98, and creating a pipeline for enhanced diversity in our workforce. Superintendent Andrews noted this is an exciting time for ESDs because ODE is beginning to see us as partners. He gave accolades to Gary who has been doing a great job leading the OAESD.

Fiscal Report

General Fund revenue and expenses year to date continue to track with the historical monthly trend from last year. Revenue is up over last year due primarily to the increase in the State School Fund which is 12% more YTD than last year.

Auditors will be on-site doing their field work for the ESD the week of September 25 and the following week for Powell Butte. All adjusting entries, accruals, general ledger account review and confirmations and a trial balance will be prepared prior to their visits.

Facilities Report

Bob Martin reports we are prepared for severe weather conditions and all snow removal contracts are in place. Two rooftop units have been replaced over the summer. The new furniture arrangement in the HDREC space seems to be working well and accommodating the increase in staff.

DISCUSSION ITEMS

First Reading Board Policies

- ✓ GCBDD/GDBDD – Sick Time – This policy was taken to labor management and HDEA is in agreement. Jayel noted that sick time and sick leave run concurrently. Substitute teachers have access to sick time. Carol asked how much time has been required to get this process up and running. Jayel mentioned the amount of time to get the system set up was significant but the continued administration is relatively smooth.
- ✓ IGBAC – Special Education – Personnel – Updating language and references
- ✓ IGBAK – Special Education – Public Availability of State Application – Updating language and references
- ✓ IGBI – Bilingual Education – Recommend adopting this required policy
- ✓ KJA – Distribution of Materials and Solicitations – We do not run into this very often

Board Member Email Addresses

Rachel referenced her email conversation with the Board in July. She sent out a follow up survey to the board members and reviewed those results. Superintendent Andrews is just fine with each board member doing what they prefer, it doesn't have to be all or nothing. Those wanting to have their emails forwarded from their ESD email account to their personal accounts are Bob, Doug and John. Rachel also reminded the board members that our email is subject to public record requests. Rachel offered a chrome book to the board members if they would like one to use.

Board Self-Evaluation Process

Carol asked if the board members had a chance to review the process. It was agreed the next step would be to have board members complete their evaluation and send a copy to Shelley. Superintendent Andrews believes it would be helpful to review them and see if there are themes that could be addressed by the administration. Gwen noted she will reflect on the process but is still too new to have enough information to complete it. It is a learning process. The real intent is to identify areas where we could be growing as board members. Carol asked that board members get their completed evaluations to Shelley before the October board meeting.

Superintendent Report

- ✓ OSBA Fall Regional Meeting – October 18
- ✓ Regional Teacher of the Year – Beginning next year there will be Regional Teacher of the Year awards that can be awarded by ESDs. We will work with ODE over the next year on this program.
- ✓ Inservice Report – We had our all staff inservice on August 31st at Ridgeview. Kathy enjoyed the inservice and the sessions. Dave said it was one of the best start ups to the school year he's seen. Superintendent Andrews' keynote was very inspiring to staff and encouraged them to begin telling their story. He set the bar high and people are reaching for the bar.
- ✓ New employee orientation was held August 28th and there were 20 new employees who participated.
- ✓ Administrative Leadership Team Retreat was August 24th and the focus was on culture. Superintendent Andrews will be sharing this work with the Board in January.
- ✓ BOLI Update – We have everything in place and have been notified the complaint has been closed. Rep. John Huffman has come up with a resolution through a legislative fix. It will be addressed in the February short session.
- ✓ HDESD Program Description – A reference sheet was created for board members and staff to better understand and be able to articulate the many programs within the HDESD.
- ✓ Superintendent Andrews' has completed his one on one meetings as laid out in his transition plan.
- ✓ One of his goals it to get to the Bend Education Center, Alyce Hatch Center and Manzanita weekly. He will visit La Pine, Madras and Prineville monthly.
- ✓ Superintendent Andrews notified the Board that he will begin teaching a class through Lewis & Clark.
- ✓ We will be hosting the COSA Off the Record meeting on October 11.

- ✓ Superintendent Andrews will be attending the Association of Education Service Agencies (AESAs) – Annual meeting 11/29-12/2/17.
- ✓ Assistant Superintendent Dave Burke mentioned a grant we are working on to provide Multi-Tiered Systems of Support (MTSS) coaching to teachers. It will also cover a half time instructional coach to help and support leaders in the school districts. This position is not grade specific but up to the districts to determine where they need support the most.
- ✓ Mentoring Program Grant – Provides a mentor for every teacher and administrator who is new to their profession. We are hoping to serve 75 teachers across the districts. This grant requires the mentor to spend between 75-90 hours mentoring.

Board Chair Report

- ✓ OAESD Governance – Bob mentioned Willamette ESD is taking on the initiative to support a communication plan for OAESD.
- ✓ OSBA Update – OSBA is looking to become a nonprofit. This will be up for a vote at the November board meeting. John Lang has just been appointed to the OSBA Finance Committee. OSBA is looking for someone to represent the region at OSBA.
- ✓ Standing Committees – Finance, Legislative and Labor Negotiations – Carol asked board members to sign up for a committee that they are interested in.
- ✓ Board Leadership Meetings – Invited board members to join in these breakfast meetings. Main purpose is to develop the board agenda and to discuss other leadership items. A sign up sheet was available.
- ✓ Future Program Presentations – Carol referred to the list of program descriptions. If the board members have a specific program or two, please send those requests into Shelley and she will Paul to schedule the programs there is the most interest in.

ACTION ITEMS

Appointment of Ken Parshall to Early Learning Leadership Council

- Bob Moore moved and Scott Reynolds seconded a motion to appoint Ken Parshall to the Early Learning Leadership Council representing the Jefferson county ESD/School District as presented. Motion carried 6-0.

Consent Agenda

- Gwen Carr moved and Kathy Biles seconded a motion to approve the Consent Agenda as presented. Motion carried 6-0.
 - Personnel Changes – September 2017
 - Second Reading Policy GCQB – Professional Research, Publishing, Copyrights and Patents
 - Board Minutes – July 18, 2017

Adjourn

The September 19, 2017, High Desert ESD Board of Directors Meeting adjourned at 7:05 pm.

Carol Moorehead, Board Chair

Shelley Knutz, Executive Assistant