



2804 SW Sixth Street, Redmond, Oregon 97756 / p 541.693.5600 f 541.693.5601 / www.hdesd.org

Budget Committee Minutes April 17, 2018

Board Members Carol Moorehead, Board Chair, Kathy Biles, Vice-Chair, Directors Seana Barry, Gwen Carr, Mike McGowan, Bob Moore (arrived at 5:45), Doug Nelson and Scott Reynolds

Budget Committee Scott Cooper, Crook County School District, Brad Henry, Bend-La Pine Schools, Martha Hinman, Redmond School District, Mike McIntosh, Redmond School District, Shay Mikalson, Bend-La Pine Schools, Kathy Steinert, Redmond School District, Sherry Joseph, Sisters School District and Duane Yecha, Crook County School District

HDESD Staff Paul Andrews, Superintendent, Dave Burke, Assistant Superintendent, Shawna Bell, Business Analyst, Sandy Bishop, Director of Special Programs, Greg Colvin, Staff Attorney, Meghan Gassner, Legal Services, Sue Hayes, Special Programs Administrator, Anna Higgins, Director of Innovation, Lauren Lester, Staff Attorney, Greg Munn, Financial Services Director and Shelley Knutz, Executive Assistant

Call to Order Board Chair Carol Moorehead called the meeting to order with a quorum of 14 at 5:30 pm and asked for introductions.

Election of Budget Committee Officers

- Doug Nelson moved and Scott Reynolds seconded a motion to nominate Brad Henry as Chair of the HDESD Budget Committee for 2018-19. Motion carried 15-0.
- Mike McIntosh moved and Shay Mikalson seconded a motion to nominate Duane Yecha as Vice-Chair of the HDESD Budget Committee for 2018-19. Motion carried 15-0.

Budget Message

Superintendent Paul Andrews presented the Superintendent's Budget Message. We firmly believe that we exist to provide an added value through efficiency, equity and/or excellence. We are implementing best practices for educators through investigation, innovation and incubation of ideas. Specifically: Foster education opportunities from birth to career, Provide value to our school districts, families and other customers, Bridge gaps and bring people together.

The 2018-19 budget has been developed based on the best information available at the time of this writing. We have worked with each of our four constituent school districts to develop a budget for the local service plan within the general fund that meets their needs to the greatest extent possible. The general fund represents less than a third of our budget. Over the last few years we have focused on restoring the funding to our Early Intervention/Early Childhood Special Education. While we are still not able to fund this program at the full 189 day school year, we are projecting 185 days for 2018-19. This is a one day increase from 2017-18. We will continue to work to fully restore the school year and staffing.

The staff of HDESD will tell you that when I am asked if they can pursue a new program or expand an existing one, I will always ask, "Is it best for kids?" While our access to resources does not always guarantee that we are able to provide "best", keeping that as our north star ensures that we are always looking to improve student outcomes. Improving student outcomes will remain our focus and priority as we move through this budget process, and embark on another year serving the region.

Program Highlights

Legal Services

Greg Colvin introduced members of the legal team, Meghan Gassner and Lauren Lester. This team provides legal advice and counsel to our four constituent districts as well as several contract districts in the state. Greg reviewed the history of the Legal Services Department and the districts they represent. Not all districts handle issues the same, which makes for interesting work for the legal team. They shared examples of the wide range of work they do: Advise and represent district clients on a variety of issues; Provide Board trainings on public meetings/public records law and general board obligations; Conduct staff workshops, presentations and inservice trainings. They charge a flat fee so there is no reason to not call and involve them from the beginning of an issue. Their main goal is to make sure their current clients are pleased with their work.

Innovation

Anna Higgins introduced the i4 Education process. This allows anyone to bring an idea forward as long as it is best for kids. Innovation is the real work of doing what is best for children and families. We are all here together to increase outcomes for kids. How does this idea increase, excellence, equity, efficiency for Central Oregon kids? The process begins by refining the idea. Receive feedback through a pitch workshop and then presenting to the pitch panel. There is great work being done for kids through i4.

Regional Programs

Sandy Bishop introduced Central Oregon Regional Programs which provide funding to establish equity for access to specialized low incidence disability services. It also provides a mechanism to acquire/retain specialized staff. Sue Hayes, Manager of Vision Impairment reviewed the process, assessment, direct instruction, consultation/coaching and IEP development that goes into providing a student with vision impairments exactly what they need to access their education. They have an expanded core curriculum which includes orientation and mobility. Sue noted how hard these students work to get to where they need to go.

Presentation of Budget Document

Greg Munn reviewed the 2018-19 proposed budget.

- Total revenue is \$51,962,722. This represents a 5% increase over 2017-18.
- Reviewed budget assumptions
- Enrollment ADMw estimates
- PERS Rates and Reserves
- Expenses by fund
- Expenses by category – wages, services and transfers

Greg Munn offered to answer any questions regarding the budget document. The Budget Committee is welcome to review the document and schedule a follow up meeting unless they felt comfortable with the information they have received to approved the budget.

Resolution 52-87 Approving the 2018-19 Budget

- Scott Cooper moved and Shay Mikalson seconded a motion that the High Desert ESD Budget Committee approve the 2018-19 fiscal year budget as presented in the amount of \$51,962,722 and property taxes at the rate of \$ 0.0964 per \$1,000 of assessed value for operating purposes. Motion carried 16-0

Opportunity for Citizen Participation

There was no citizen participation.

Superintendent Andrews thanked the budget committee on behalf of the HDESD for taking their time to participate in the budget process.

Adjourn

The April 17, 2018 meeting of the High Desert ESD Budget Committee adjourned at 6:33 pm.

Brad Henry, HDESD Budget Committee Chair

Shelley Knutz, Executive Assistant



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Board of Directors Board Minutes April 17, 2018

Board Members Carol Moorehead, Board Chair, Kathy Biles, Vice-Chair, Directors Seana Barry, Gwen Carr, Mike McGowan, Bob Moore, Doug Nelson, Scott Reynolds

HDESD Staff Paul Andrews, Superintendent, Dave Burke, Assistant Superintendent, Shawna Bell, Business Analyst, Greg Munn, Director of Fiscal Services, Rachel Wentte-Chaney, Chief Information Officer and Shelley Knutz, Executive Assistant

Call to Order Carol Moorehead called the April 17, 2018 meeting to order at 6:45 pm

REPORTS

Fiscal/Facilities Report

Greg included the Board Fiscal Report by Fund for a more detailed view of all the general and special revenue funds. Bob likes this format that allows us to track year to date where we are with our programs. He appreciates this report being included. Superintendent Andrews asked if the board members would like to see this report monthly or quarterly. The consensus was to see it monthly until the end of this fiscal year. In 2018-19 the detailed report will be included quarterly. If there is any area that requires attention, the board members would like to be alerted.

Facilities Report

Greg referenced the Facilities Report from Bob Martin. Several projects were completed over spring break. The back stairs at Skyliner will be replaced soon. The lodge is already booked every weekend through September. Radon testing is almost complete. All results have been good.

Technology and Cyber Security Presentation

Rachel shared a cyber security broadcast from 2015 which is as relevant today as it was then. She also displayed a visual report of the world's biggest data breaches. Her goal is that HDESD will not be included in those reports by doing everything we can do to keep from being breached. Cyber security is a board level concern. In today's world, data is currency just like money in the bank. Rachel would like the Board to consider making cybersecurity a board goal. She will be bringing back a formal proposal which would include an annual cybersecurity audit. Bob asked if the proposal could have levels of options for the Board to consider.

ACTION ITEMS

Consent Agenda

- **Bob Moore moved and Kathy Biles seconded a motion to approve the Consent Agenda as presented. Motion carried 8-0.**
 - Personnel Changes – April 2018
 - Second Reading – Board Policy GBK/KGC – Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems
 - Board Minutes – March 20, 2018

DISCUSSION ITEMS

First Reading Policy GAA – Personnel

Superintendent Andrews explained this policy updates several personnel definitions. Primarily the definition of Substitute Teacher and classified substitutes. Much of the changes are language from statutory requirement. Doug asked for clarification of the probationary teacher working 135 consecutive days. Superintendent Andrews asked that any additional questions be emailed to him prior to the May board meeting.

Superintendent Report

- ✓ Labor Management Update - The current topic they are focused on is continuing education units (CEUs). He will have more details to share once these meetings are complete.
- ✓ Equity report – An Equity Survey has been sent to all ESD employees with about 50% returned. General feedback is supportive of equity training. He would like the board to review these during the board goals meeting.
- ✓ BOLI Update – No change in the complaint that was filed.
- ✓ Chronic Absenteeism – OAESD received over \$2.7M grant to implement this service. Our region includes 5 ESDs. We will receive money to hire 1 FTE to work with the districts.
- ✓ September 13, Joint Committee on Student Success – will be at Ridgeview High School at 7:00 pm. The round table discussions will include a seat for an ESD superintendent and 1 board member. The Early Learning and STEM Hub will also have a seat at the table. We will offer the board member position to the 509J ESD.
- ✓ Assistant Superintendent Burke reported on the search for Executive Director of the STEM Hub. The position was offered to Angie Mason-Smith. They are looking forward to her leadership in that role.

Board Chair Report

- ✓ OAESD Governance Council – A committee was formed to review the bylaws.
- ✓ OAESD has been underfunded so there has been an increase in dues. We will be billed directly for our AESA dues as well.
- ✓ P-20 Network Agreement is a one year agreement. There will be a discussion at some point about renewing this agreement.
- ✓ There was discussion about the dates for the July meeting as well as the August meeting. Several board members are not available in August. The recommendation is to discuss board goals at the July meeting and not have a meeting in August. Superintendent Andrews will send out an email with options for alternate dates in July.

Adjourn

The April 17, 2018, High Desert ESD Board of Directors Meeting adjourned at 8:05 pm.

Carol Moorehead, Board Chair

Shelley Knutz, Executive Assistant