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Board of Directors Board Minutes November 13, 2018

Board Members Kathy Biles, Board Chair, Seana Barry, Vice-Chair, Directors: Gwen Carr, John Lang, Mike McGowan, Bob Moore, Carol Moorehead and Doug Nelson

HDESD Staff Paul Andrews, Superintendent, Dave Burke, Assistant Superintendent, Sandy Bishop, Director of Special Programs, Jayel Hayden, Director of Human Resources, Anna Higgins, Director of Innovation, Greg Munn, Director of Business Services, Diane Tipton, Director of Early Childhood Programs, Rachel Wente-Chaney, Chief Information Officer and Shelley Knutz, Executive Assistant

Call to Order Board Chair, Kathy Biles, called the November 13, 2018 work session to order at 5:30 pm

WORK SESSION

ESD Core Values and Beliefs

Superintendent Andrews reviewed the work the board completed at the September work session. He introduced the ESD Core Values statements for them to review. Provided time for board members and staff to brainstorm and consider these value statements. Everyone shared their feedback with the group. Superintendent Andrews will pull all of the feedback together and present it at the next board meeting.

Superintendent Andrews reviewed the ESD Board Themes explaining how they were grouped during the Executive Team offsite meeting. He asked the board members and staff to discuss the themes as well as the groupings. The Executive Team will work with those recommendations. Superintendent Andrews asked the board members to consider where they see the ESD in 5 years and what the goals that will get us there are. At our next board work session he will bring these back to the Board for their input.

Work Session adjourned at 6:15 pm

Board Chair, Kathy Biles, called the November 13, 2018 board meeting to order at 6:15 pm

REPORTS

Audit Report

Auditor Pete Bejarano with Pauly Rogers and Co., PC joined the meeting via Skype to present the 2017-18 audit and financial report. Mr. Bejarano was pleased to report there were no significant deficiencies and reviewed the audit findings and recommendations with the Board. Mr. Bejarano noted High Desert ESD was given a clean opinion with no reservations. All state minimum standards were being met without concern and there were no issues of non-compliance.

Carol asked Mr. Bejarano if he were on the High Desert ESD Board, would he have any concerns about the audit findings. Mr. Bejarano noted he was very pleased with the overall outcome of the 2017-18 audit. He doesn't see very many audits this clean and he has no concerns. Superintendent Andrews stated in the many years he has spent looking at audits, this is the cleanest one he has ever seen. He thanked Greg and his staff for the great work that they do to ensure such a clean audit.

Fiscal Report

Revenue and expenses are tracking as in years past. Fund balance carry forward for 2017-18 is expected to be \$846,423. Mike inquired about the Fidelity coverage at \$100,000. That is lower than most districts. Greg noted High Desert ESD has several internal controls in place so he is comfortable with the \$100,000. Mike said it isn't always the internal controls that are of concern but it is the external controls. Superintendent Andrews asked Greg to bring back the costs for increased coverage and to ask other districts what amount they are carrying. Rachel has recommended an audit for technology for cyber security and the board is in support of that.

Facilities Report

- ✓ Preparing for snow removal.
- ✓ Security improvements being discussed at the Prineville Education Center.
- ✓ Working with the USDA Wildlife Services to rid Skyliner Lodge of the resident skunk.
- ✓ The warehouse has been reconfigured to make room for Migrant Ed. Storage.
- ✓ Waiting on an estimate for updating the modulars for Hope Academy.

2017-18 Program Goals and Outcomes

Assistant Superintendent Burke noted 69% of all goals were met this year. Superintendent Andrews said a 69% success rate means our programs are stretching and meeting the majority of their goals. If 100% of the goals were met it would mean the program managers are were not stretching their goals enough. Assistant Superintendent Burke reviewed the 2017-18 High Desert ESD Outcome Highlights with the board members. Doug asked what happens when a program doesn't meet their goals. Employees are encouraged to stretch themselves during their goal setting sessions. If a goal is no longer reasonable, a new goal can be selected.

- ✓ Healthy Families of the High Desert increased their screenings to 587. This program is one of the State's largest childhood abuse prevention programs.
- ✓ 26,000 certified jobs were filled for a total of 36,486 substitute jobs were filled.
- ✓ STEM (Science, Technology, Engineering and Math) Hub had 1,800 youth participate in STEM and career awareness activities.
- ✓ Central Oregon (CTE) Career Technology Education Graduation Rates were above central Oregon rates. If the student takes additional CTE courses or completes a course of study, the graduation rates are much higher. Bob asked that the highlight sheet should spell out CTE and STEM.

Dave also highlighted several of the goals and outcomes for Alternative Learning Options as well as Central Oregon Children's Forest.

DISCUSSION ITEMS

Superintendent Report

- ✓ The date for the region legislative forum is January 17th. OSBA will be inviting all regional representatives and senators. Cheri Helt will encourage their attendance.
- ✓ Reviewed the results of the local election.
- ✓ No updates on the tort notice.
- ✓ January 1, 2019 a new law comes into effect to ensure pay equity. Superintendent Andrews believes we are in a good position for this new law. We will be working to support our districts through this.
- ✓ Assistant Superintendent Report
 - All 1-1 goal setting meeting with his direct reports have been completed.
 - A Request For Information was returned to the Educator Advancement Council last week. It could mean as much as \$2M annually. Funds would be used to develop an educator network.
 - Implementing the Gallop Q12 survey, which is a tool used to measure the engagement of our employees. The plan is to roll this survey out in December.

Board Chair Report

- ✓ Members shared highlights from the presentations they attended and conversations they had at the OSBA annual conference. It was suggested to get board leadership together from around the region for dinner a few times a year asking them to bring two issues they are dealing with to the table for discussion. Doug mentioned the importance of supporting a cyber-security audit as well as Forecast5. Bend-La Pine will be holding a session on Forecast5. John spent an extended time with the Forecast 5 representatives. He sees great potential in the program.
- ✓ OSBA Elections and Resolutions – Paul reviewed the representative nominations and the resolutions. Shelley will submit the votes.

ACTION ITEMS

Elect OSBA Position 3 Representative

- Carol Moorehead moved and Gwen Carr seconded a motion elect Patti Norris as the OSBA Position 3 Representative as presented. Motion carried 8-0.

OSBA Resolution 1 Adopting Proposed 2019-20 Legislative Policies and Priorities

- Gwen Carr moved and Bob Moore seconded a motion to Adopt Resolution 1 - Proposed 2019-20 Legislative Policies and Priorities as presented. Motion carried 8-0.

OSBA Resolution 2 Amend Bylaws Relating to the Composition of the OSBA Board of Directors

Bob Moore thinks it is odd that one group is being called out as voting members instead of including all groups.

- Doug Nelson moved and Carol Moorehead seconded a motion to Adopt OSBA Resolution 2 Amending Bylaws Relating to the Composition of the OSBA Board of Directors as presented. Motion carried 8-0.

Consent Agenda

- Doug Nelson moved and Mike McGowan seconded a motion to approve the Consent Agenda as presented. Motion carried 8-0.
 - Personnel Changes – November 2018
 - Board Minutes – October 16, 2018

The November 13, 2018, High Desert ESD Board of Directors Meeting adjourned at 7:51 pm.

Kathy Biles, Board Chair

Shelley Knutz, Executive Assistant