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Board of Directors Board Minutes January 15, 2019

- Board Members** Kathy Biles, Board Chair, Seana Barry, Vice-Chair, Directors: Gwen Carr, John Lang, Mike McGowan, Carol Moorehead, Doug Nelson and Scott Reynolds
- HDESD Staff** Paul Andrews, Superintendent, David Burke, Assistant Superintendent, Shawna Bell, Financial Analyst, Lauren Lester, Attorney, Greg Munn, Director of Business Services, Rachel Wenten-Chaney, Chief Information Officer and Shelley Knutz, Executive Assistant
- Call to Order** Board Chair, Kathy Biles, called the January 15, 2019 board meeting to order at 5:30 pm

PRESENTATIONS AND REPORTS

Board Appreciation

Superintendent Andrews noted January is School Board Appreciation month. We recognize and appreciate everything the board members do throughout the year providing governance and direction to High Desert ESD. He thanked them on behalf of the ESD staff and students. They received small gifts and artwork from some of the children in the programs.

Technology Presentation

Rachel reported the Technology Department is continuing work on the three goal areas: security, access and mobility.

Security

- ✓ The current work includes: education, a rubric when looking at systems, business continuity and disaster recovery. By working with Cascade Technology Alliance they have also created a Tiger Team, which is a team that helps during an emergency by sharing resources to help reinforce barriers.
- ✓ Next steps for Technology will be preparing for a security audit by budgeting, scheduling, and creating an audit team. The cost for this audit will be around \$20,000-\$25,000. Rachel plans to include this in the budgeting process.

Access

- ✓ Wi-Fi coverage across the district has greatly improved.
- ✓ Continue to refresh computer equipment on a schedule.
- ✓ Working with Kathy Martin on making the ESD web pages accessible for everyone.

Mobility

- ✓ Rachel discussed HDREC room scheduling, using a tool called Robin. Superintendent Andrews explained the concept behind more creative space.
- ✓ Cloud printing from within our building.
- ✓ Vocera is technology that allows staff to communicate with other staff members without having to leave the children unattended. It is currently being piloted at Manzanita to determine whether it is a practical tool for our programs and schools.

Rachel asked the board members if they were in support of including a security audit in the budget process for 2019-20 and they all concurred.

Fiscal Report

The General Fund is on track with percent of budget, revenue collections and expenses compared to the same time last year. There were a few budget adjustments since last month including a donation of \$13,000 and a \$150,000 grant for Better Together. A \$97,000 grant for the Early Learning Hub and a \$44,000 reduction in Healthy Beginnings expenses due to postponing the filling of a staffing vacancy.

One of the best practice comments shared with the Board during the recent audit presentation was the suggestion that the Board periodically articulate their fiscal monitoring practices. Following are a list of example questions asked by Board members of a business manager during a financial review session:

1. Are the books balanced and reconciled?
2. Are all cash and investment accounts reconciled to the general ledger?
3. Does the adopted budget reflect expected expenditures?
4. Have payroll reports been filed and have all payroll liabilities been paid timely?
5. Have all federal and state reimbursement requests as well as required financial reporting forms been filed timely?
6. Are there any suspected cases of fraud that we need to be aware of?
7. Are there any suspected changes to the internal control system?
8. Have there been any significant changes to the internal control system?
9. Is the business office adequately staffed to allow for proper segregation of duties?
10. Have there been any changes to the accounting system or accounting policies that are significant?
11. Has the accounting software and related IT systems been subject to review by an IT professional to ensure seamless backup in the event of a malware, ransomware, or other compromise of computer security?
12. Are there any other financial-related matters we should be aware of?
13. Are there any new pronouncements on the horizon that may require additional staff time or disbursement of funds to properly implement?
14. Are all financial statements that have been provided to the Board accurate and complete to the best of your knowledge?
15. Have you been asked by the Superintendent to do anything that makes you uncomfortable or to present any information you feel is inaccurate?

At the November Board meeting a request was made for Greg to research the levels of insurance coverage other districts and ESDs are carrying. Those levels vary from \$100,000 to \$1,000,000, increasing coverage from \$100,000 to 500,000 would increase the premium by \$2,400. Greg is comfortable with our current coverage of \$100,000.

Facilities Report

- ✓ Will be completing random water testing for lead at all required facilities over the next few months in accordance with the Healthy and Safe Schools Plan.
- ✓ Tamarack building is beginning to show areas of separation on the East wall. Bob will be meeting with the landlord's representative to discuss options for repair.
- ✓ Bob is waiting for the quote from Dry Canon for the installation of required smoke detectors, pull station and horn/strobes required by the fire department in the second modular used by Hope Academy.

DISCUSSION ITEMS

First Reading Board Policy KN-Relations with Law Enforcement Agencies

Lauren Lester explained that OSBA doesn't have a sample policy for KN – Relations with Law Enforcement Agencies for ESDs. High Desert ESD legal services is recommending the current policy be revised as noted. The rest of this policy is limited to law enforcement activities unrelated to child abuse investigations. Any child abuse investigation is governed by policy JHFE and JHFE-AR.

Local Service Plan 2018-19

This is the menu of services we provide to our districts. In addition to continuing approved services from prior years, the 2019-20 Local Service Plan (LSP) will introduce requested opportunities in the area of Traumatic Brain Injury (TBI), Special Education Professional Development and Pay Equity Support. This LSP will be presented to the Board for approval this evening. Paul is scheduled to present the LSP to every district served by HDESD. They must vote to approve the LSP by March 1, 2019.

Superintendent Report

- The Educator Advancement Council (EAC) is getting closer to narrowing the 19 ESD regions down to 10 regions to manage the funds. OAESD is proposing that they be a networker of networks.
- COSA's goal is to become the premier provider of trainings in the state of Oregon. ESDs are working with COSA to make sure districts are getting the support they need.
- The governor's recommended budget basically covers the roll up costs for districts to continue at their current service level. Regional Programs and Long Term Care and Treatment (LTCT) have been cut in the governor's basic budget. Her investment budget adds more than \$1 Billion in education investments
- Next two board meetings will begin with 45 minute work sessions
- Central Oregon Health Council approved a \$1.5M grant for Better Together.
- Superintendent Andrews is teaching an Education Administrator course this term.
- Superintendent Andrews spent the day today and will spend all day tomorrow conducting interviews of applicants for the COCC president position.
- Burns School District is pulling out of the Harney ESD.
- Assistant Superintendent Burke noted the 2017-18 graduation data will be released in a couple of weeks. The STRIVE together grant is being spent on strategic planning to improve those rates.
- Great things are happening with the chronic absenteeism program. We are working with a network of educators to organize this effort.

Board Chair Report

- OAESD Governance Council will be considering additional staffing at OAESD to provide additional program administration.
- Legislative Forum has been changed because they are in a Mandatory Training on Thursday. Superintendent Andrews noted they are looking at Saturday, February 23, 9-11. He will discuss the plans for the agenda with the superintendents.

ACTION ITEMS

Approve 2019-20 Local Service Plan

Superintendent Andrews reviewed the 2019-20 Local Service Plan and believes the districts will be pleased with the options. Two corrections were made to original document.

- **Carol Moorehead moved and Scott Reynolds seconded a motion to approve the 2019-20 Local Service Plan as corrected. Motion carried 8-0.**

Approve Legislative Priorities

Superintendent Andrews explained how the Legislative Committee developed and are recommending these legislative priorities. The focus is to ensure that grant-in-aid programs, outside of the State School Fund, are fully funded.

- **Doug Nelson moved and Seana Barry seconded a motion to approve the Legislative Priorities as presented. Motion carried 8-0.**

Approve Core Values

Superintendent Andrews reviewed the revised High Desert ESD Core Values that came out of the last board work session. High Desert ESD puts children/students first by: putting relationships at the center of all we do, investing in lifelong learning, innovating to grow and being nimble, flexible and data-driven.

- **Gwen Carr moved and Mike McGowan seconded a motion to approve the Core Values as presented. Motion carried 8-0.**

Consent Agenda

- **Mike McGowan moved and Gwen Carr seconded a motion to approve the Consent Agenda as presented. Motion carried 8-0.**
 - Personnel Changes – January 2019
 - Board Minutes November 13, 2018

The January 15, 2019, High Desert ESD Board of Directors Meeting adjourned at 7:10 pm.

Kathy Biles, Board Chair

Shelley Knutz, Executive Assistant