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Board of Directors Board Minutes March 19, 2019

- Board Members** Kathy Biles, Board Chair, Seana Barry, Vice-Chair, Directors: John Lang, Bob Moore, Doug Nelson and Scott Reynolds
- HDESD Staff** Paul Andrews, Superintendent, Dave Burke, Assistant Superintendent, Shawna Bell, Senior Financial Analyst, Sandy Bishop, Director of Special Programs, 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 March 19, 2019 work session to order at 5:30 pm
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WORK SESSION

Board Goal Setting

Superintendent Andrews began the work session by reminding everyone the objective is to come up with board goals through this process. After providing time for the work groups to discuss what seems important for internal, external and community goals, Superintendent Andrews reviewed conversations from each work group.

Themes of discussion included:

- Move from good to great through employee engagement.
- Increase graduation rate.
- Increase student safety.
- Be a regional collaborative partner.
- Combine professional excellence, innovation and a sense of urgency to all our services.
- Attract a reliable stream of monies to stabilize our existing service and create new offerings.
- Recruit and train a professional workforce to implement customer requested services which meet regional student demographics.
- Promote the emotional, physical and mental wellbeing in schools to improve attendance, graduation rates and career paths.
- It was emphasized that equity should be embedded in every goal.

Superintendent Andrews mentioned the Executive Team will be working on these priorities at their offsite meeting in April. The next work session for the Board will be in May or June depending on the budget meeting schedule. The hope is to be down to no more than 5 goals for the next 3-5 years. The goals will be presented to the Board along with how they will be measured.

Work Session adjourned at 6:10 pm

Board Chair, Kathy Biles, called the March 19, 2019 board meeting to order at 6:15 pm

REPORTS

First Reading Board Policies

- ✓ **IKAAA/GCCB/GDCB – Equity**

Superintendent Andrews introduced members of the Equity Policy group: Sara Ausman, Shenika Cumberbatch, Shelley Irwin, Lisa Rosa, Karina Smith and Leslie Waetjen (Ryan Beard, Julie Lyche and Brook Rich were not able to attend). They have spent the past year researching equity policies in other agencies, looking specifically for one that would reflect the values and mission of High Desert ESD. They used Bend-La Pine SD, North Clackamas SD and Puget Sound ESD as examples. Shenika noted it is important for HDESD to have a policy so staff and perspective employees can see we do value equity.

Scott complimented the team on creating such a precise policy and Doug complimented them on the language in the policy. It is so important that students and educators feel safe. Bob asked the team how they see this policy being implemented. Shenika explained it will be discussed during the hiring process. Having this policy in place will give the team the framework to move forward with the equity work. Superintendent Andrews thanked the team for coming. He said Shenika has been an AmeriCorps Vista Volunteer for the last two years. He is very happy we convinced her to stay with us this year to help with Vista coordination.

- ✓ **GBC – Staff Ethics** – Changes recommended by the Oregon Government Ethics Commission

- ✓ **GBN/JBA – Sexual Harassment** – Update language to reflect House Bill 4150

- ✓ **GCBDC/GDBDC – Harassment/Sexual Assault Leave** – Update language to reflect ORS659A.285

- ✓ **IICC – Volunteers** – Update to include background check language. There was a question about fingerprinting volunteers and do we mirror what other districts require. Superintendent Andrews will look into this and let them know.

- ✓ **KBA – Public Records** – Adopt updated language recommended by Legal Services.

Fiscal Report

Revenue YTD is \$1,892,556 which is 61% of budget and consistent with revenue collection amounts for the same period last year. Expenses YTD are \$2,167,822 which is slightly ahead of the same period last year. This is primarily due to budgeted expenses for a full time HR Director last year. Special Revenue Fund has no significant budget estimate adjustments since last month.

Doug asked why the MAC spending at 1%. Shawna explained we are waiting for Oregon Health Authority to approve the final report. Greg distributed a post fieldwork memorandum from the initial audit process. He reviewed the audit findings and recommendations. Cash balances exceed the fidelity insurance coverage so the board needs to determine if this is an acceptable level of coverage considering the risks. They found three instances of an I-9 form did not list the employee start date. We will ensure I-9s are 100% complete moving forward.

Facilities Report

- ✓ Random water testing for lead will be conducted over the next couple of months. This is in accordance with the Healthy and Safe Schools Plan.
- ✓ Bob Martin had the opportunity to use the snow blower on the roof of the Prineville Education Center six times during the last snow storm.
- ✓ Waiting for the fire marshal to inspect the installation of the fire alarm system at Hope Academy.
- ✓ Doug asked how the solar pole mounted lights work during the winter months. Greg will check with Bob and get back to him.

DISCUSSION ITEMS

Superintendent Report

- ✓ Joint Committee of Ways & Means were in central Oregon on Saturday. Sandy Bishop and a parent from EI/ECSE spoke to them on the need for increased funding.
- ✓ Co-Chairs budget came in at \$8.8B – That is not at current service level for us or for our districts. We are moving forward assuming we will receive current service level funding.
- ✓ Joint Commission on Student Success is proposing that school improvement dollars be used for extending the school year, bringing enrichment programs back such as arts, music, etc...
- ✓ Labor Unions have submitted HB2016 which would put in statute topics that currently need to be negotiated in each collective bargaining agreement.
- ✓ Day of Action May 8 – This is the first day of action that will be a school day for students. Superintendent Andrews is concerned about taking a day away from students. Scott asked what they are trying to accomplish. Superintendent Andrews said the primary focus of their protest is wages but class size and behavior are also goals.
- ✓ Superintendent Andrews acknowledged Assistant Superintendent Burke's resignation and thanked him for his service. Superintendent Andrews will be bringing a one year contract to the Board in April for Sandy Bishop to serve as the interim Assistant Superintendent for the 2019-2020 school year. This creates an open position for an Executive Director of Special Programs. That position has been posted and he expects a lot of interest.
- ✓ Each of our districts has added days back due to snow days, anywhere from 1-4 days. We will be discussing this with our association.
- ✓ High Desert ESD is due to bargain a financial reopener this year. Superintendent Andrews recommend pulling together the negotiations team. That includes Scott Reynolds, with Doug Nelson as a backup.
- ✓ A reminder that March 22-25 is spring break and non-contract days for High Desert ESD.
- ✓ The OAESD Conference in May will be held in Sunriver. High Desert ESD will be presenting on the role of our Editorial Board.

Board Chair Report

- ✓ Bob reported OAESD is reviewing the Executive Director's contract.
- ✓ Bob reviewed the bills that OAESD has taken an official position on.
- ✓ There are two bills pertaining to Seclusion & Restraints.
- ✓ The Legislative Town Hall on February 23rd had a good showing of attendees. Senator Knopp and Representative Helt were the only legislators able to attend. Both are very supportive of education. We'd like to do this again next year and hope to get the other legislators to attend.

ACTION ITEMS

Approve New 2019-20 Budget Committee Members

- Doug Nelson moved and Bob Moore seconded the motion approve the new 2019-20 Budget Committee members as presented. Motion carried 6-0.

Approve 2019-20 Board Meeting Calendar

John asked about the lax attendance at the board meetings. He'd like the content of the agenda to be stimulating for the board members with time spent discussing current events in education. Doug mentioned being offered to attend virtually when they are not able to attend in person. Superintendent Andrews said we will include that option in our next agenda.

- Scott Reynolds moved and Seana Barry seconded the motion to approve the 2019-20 Board Meeting Calendar as presented. Motion carried 6-0.

Consent Agenda

- **Scott Reynolds moved and Bob Moore seconded the motion to approve the Consent Agenda as amended. Motion carried 6-0.**
 - Personnel Changes – March 2019
 - Board Minutes – February 19, 2019

The March 19, 2019, High Desert ESD Board of Directors Meeting adjourned at 7:32 pm.

Kathy Biles, Board Chair

Shelley Knutz, Executive Assistant