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Board of Directors Board Minutes September 17, 2019

- Board Members** Scott Reynolds, Board Chair, Seana Barry, Vice-Chair, Directors: Kathy Biles, Peggy Kinkade, John Lang, Matt McGowan, Bob Moore and Carol Moorehead
- HDESD Staff** Paul Andrews, Superintendent, Shawna Bell, Interim Chief Financial Officer, Rochelle Friend, Chief Financial Officer, Jayel Hayden, Chief Human Resources Officer, Anna Higgins, Executive Director of Innovation, Amy Joynt, Executive Director of Special Program, Angella LaFontaine, Accountant, Julie Lyche, Executive Director of FAN, Rachel Wente-Chaney, Chief Information Officer and Shelley Knutz, Executive Assistant
- Call to Order** Scott Reynolds called the September 17, 2019 meeting to order at 5:30 pm
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INTRODUCTIONS

Superintendent Andrews introduced Rochelle Friend who has accepted the position of Chief Financial Officer. Shawna Bell introduced Angella LaFontaine, HDESD Accountant. Angella has enrolled in the New Business Manager's Institute and is attending the board meeting to observe the process and learn how it affects the business office.

REPORTS

Family Access Network

Julie Lyche, Executive Director, noted that FAN began in 1993 as a way to provide students with their basic needs. Students must have their basic needs met before they can learn and be successful in school. There is a FAN advocate in all schools in Deschutes and Crook Counties. They provide services to all children ages 0-18 including home school, charter school and private school students. Every community has one FAN advocate dedicated to early childhood. They do a lot of work with the working poor and with those families who are just getting by.

All FAN advocates are employees of their school district. This allows the referral process to be easier. It is important to get students access to resources without them feeling singled out. Medicaid Administrative Claiming (MAC) provides over 50% of the FAN funding but it is precarious at best. All of the districts in the region, including the ESD, have chosen to give their MAC money to FAN. The expense of the FAN program is really the cost of the advocates.

Fiscal Report

Shawna reported that revenue is on track to be 100% of the full budgeted amount. Expenses year to date are at 17%. Our districts asked us to be less conservative in estimating our beginning fund balance on our general fund. Our beginning fund balance tends to run high and the districts want to have a more accurate estimate of their available funds.

Shawna noted the auditors have been on site this week and plan to be done tomorrow. It appears to be going very well.

In past years, the Board has decided to use the PERS Reserve Budget to help our programs buy down some of the unfunded PERS liability. The PERS Incentive Fund would match 25% of the funds committed by the ESD to buy

down long-term liability. The Board will discuss this option and vote on it at the November board meeting. The deadline to make this decision is December 3. Scott asked if there would be future opportunities to take advantage of the PERS Incentive Fund if we decide not to at this time. Superintendent Andrews reported that the legislature is using one time money for the incentive, so he did not anticipate that there will be future opportunities. The Redmond School District Business Manager, Kathy Steinert, has offered to work with Rochelle on this process.

Facilities Report

Superintendent Andrews highlighted a few of our facilities.

- ✓ Three storage containers at Manzanita are now at least half-empty for other programs to store items if they need the space.
- ✓ The Tamarack property management firm has been receiving quotes for drywall repair and other remediation work in the building. We are waiting for their decision.
- ✓ The Better Together program has moved out of this building. They are in their new location at the NeighborImpact building at 404 SW 7th Street in Redmond.

DISCUSSION ITEMS

Superintendent Report

- ✓ Superintendent Andrews mentioned how thrilled he is to have Rochelle here. She is a Certified Public Accountant and Certified Fraud Examiner and will be starting work on September 23.
- ✓ Superintendent Andrews thanked Angella for her great work during the 3-month transition between CFOs. He also complimented Shawna for keeping everything moving forward so smoothly and thanked her for the incredible job she has been doing the past 3 months.
- ✓ The all-ESD in-service at COCC went well. Carmen Urbina, Deputy Director of ODE, was our keynote speaker. He thanked Bob and Peggy for attending.
- ✓ We were chosen as the Sponsoring Organization for our Regional Educator Network (REN). We will receive \$250K to start up the network and then \$750K to implement the programs the REN chooses to run. Catherine Halliwell-Templin will take the lead on the REN.
- ✓ Better Together received the High School Equivalency Program (HEP) Grant. They will receive \$450K for the next five years. They will be working with COCC and our Migrant Ed program to implement this grant that is focused on migrant adults who want to get their GED in either English or Spanish. Karina Smith will be the director of this program.
- ✓ Superintendent Andrews and Crook County Superintendent Sara Johnson continue to discuss their tenancy of the Prineville Education Center. Their current lease will be up in June.
- ✓ High Desert ESD will received approximately \$240K in the first biennium for implementation of the Student Success Act. Assistant Superintendent Bishop will take the lead for the ESD. Katie Condit and Better Together have been working with our districts on this transition.
- ✓ Superintendent Andrews has met with State Representatives Cheri Helt, Jack Zika and Daniel Bonham. Shelley is working on scheduling site visits in October. She is also working on a meeting with Representative Vikki Breese-Iverson.
- ✓ Superintendent Andrews' Executive team is working on the Board Metrics. They will have some baselines soon on graduation rates and chronic absenteeism.
- ✓ Superintendent Andrews met with COCC President, Dr. Laurie Chesley, a few times and is looking forward to working with her.
- ✓ Angie Mason-Smith has resigned her position with the STEM Hub. She will be working on CTE in the State of WA. Tracie Wilson-Scott will be the interim STEM Hub coordinator.
- ✓ Superintendent Andrews is teaching EDAD 618/619 (administrative practicum class) for pre AL and EDAD 632 (working with difficult people) with Lora Nordquist this fall.

Board Chair Report

- ✓ The OSBA Fall Regional Meeting is Thursday, October 17.

- ✓ The OAESD Summit on November 14. The focus will be on the School Success Act (SSA) and how ESDs collaborate with the districts.
- ✓ The regular Board Leadership Meeting is usually the second Tuesday of the month at the Black Bear Diner in Bend. Let Scott or Shelley know if you would like to attend future meetings with Scott, Seana and Paul.
- ✓ The OAESD Governance Council – OAESD has worked with the superintendents to fund a Program Administrator position. There was unanimous support to increase OAESD dues to cover the cost of the position. HDESD had already budgeted the dues increase in our current budget.

ACTION ITEMS

Consent Agenda

- **Carol Moorehead moved and Kathy Biles seconded a motion to approve the Consent Agenda as presented. Motion carried 8-0.**
 - Personnel Changes – September 2019
 - Second Reading Board Policies
 - ✓ DGA – Authorized Signatures
 - ✓ GBNA – Hazing, Harassment...Staff – Split
 - ✓ GCDA/GDDA – Criminal Record Check/Fingerprinting
 - ✓ GCDA/GDDA-AR – Criminal Record Check/Fingerprinting
 - ✓ JFCF – Hazing Harassment....Students - Split
 - Board Minutes – July 23, 2019

The September 17, 2019, High Desert ESD Board of Directors Meeting adjourned at 7:00 pm.

Scott Reynolds, Board Chair

Shelley Knutz, Executive Assistant