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## Board of Directors Board Minutes

December 17, 2019

**Board Members** Scott Reynolds, Board Chair, Seana Barry, Vice-Chair, Directors: John Lang, Peggy Kinkade, Matt McGowan, Bob Moore and Carol Moorehead

**HDESD Staff** Paul Andrews, Superintendent, Rochelle Friend, Chief Financial Officer, Jayel Hayden, Director of Human Resources, Amy Joynt, Executive Director of Special Programs, Rachel Wente-Chaney, Chief Information Officer and Shelley Knutz, Executive Assistant

**Call to Order** Scott Reynolds called the December 17, 2019 meeting to order at 5:30 pm

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### REPORTS

#### Fiscal Report

Rochelle announced that our application to the PERS Employer Incentive Fund was accepted and we received the full 25% match. She referenced the fiscal report explaining the increase in revenue was due to several of the grants we were waiting on were funded. In addition during the month of November, the ESD brought in 91% of our estimated property tax receipts.

The auditors notified us of a change that affected HDESD after the Board received the audit report in November. Rochelle noted that due to a change in PERS legislation, our programs will now need to pay employer PERS costs for our retirees. These costs will total approximately \$45,000. Rochelle asked the board members if they would like to consider using the PERS reserve to cover these costs. This would cover the cost for this year and then programs will include those costs in their budgeting process for 2020-21.

We currently consider hiring retirees back on a case by case basis. We do not intend to change our protocol but will take this extra cost into consideration. Scott mentioned the alternative would be each program would need to decide how to adjust for this which could decrease services for the current year. He feels it would be a good use of reserve funds this year since it is an unexpected expense we did not anticipate. This will be on the January board agenda as an action item.

#### Facilities Report

- ✓ Rochelle referred to the facilities report and noted Bob has not heard back from the USFS Ranger regarding our request to extend the Skyliner lease. He expects the Forest Service to extend it for another 10 years.
- ✓ Bob is also working on the preliminary plans to relocate Hope Academy to the Tamarack Building next year.
- ✓ Bob has asked Katie Hartz with HYPHN to complete a brief space evaluation to determine the level of occupant efficiency.

## Technology Report

Rachel expressed her appreciation of our board members and their engagement in technology. She reminded the Board that we began focusing on Cybersecurity in 2015. We will have a security audit and Rachel knows that there will be items that need to be fixed. That is the reason to have this preliminary audit. Over 60% of the preparation for the audit this is complete for a spring or summer audit timeframe.

We currently have cyber security insurance through PACE and the pool amount is limited. The recommendation across the state is that each agency carry separate insurance policies. Rachel will work with Bob to get the message out to the districts via OAESD correspondence. Rachel will bring this back to the Board at a later date. Superintendent Andrews noted HDESD is a state leader in Technology because of Rachel's work in this area.

## DISCUSSION ITEMS

### Superintendent Report

- ✓ Superintendent Andrews has sent out correspondence to all staff to help clarify the purpose of the Student Success Act (SSA). We had a meeting with all the districts and asked what they hope to accomplish with the SSA. The districts still have not received their application. We will be hiring 2-4 technical assistant positions to focus on community engagement and continuous improvement.
- ✓ Met with Sandy, Shay Mikalsen and Lora Nordquist to talk about best practices research for the SSA Application.
- ✓ Central Oregon Regional Programs (CORP) is designed for students with low incidents disabilities. CORP serves all of those students covering over seven counties. Regional programs are the only programs that have been cut in this biennium. Superintendent Andrews is working with the superintendents and regional management team to help people understand how important these services are and to restore funding.
- ✓ We received a \$75K/year grant to provide Emergency Operation Planning (EOP) training for Crook, Deschutes, Harney, Jefferson, Lake and Malheur counties. The position will be posted this week.
- ✓ Last night was the first meeting of our Regional Educators Network (REN) coordinating body. Catherine Halliwell-Templin is taking the lead on the REN. Peggy would like to see a list of the members on the REN coordinating body.
- ✓ We are not planning a regional meeting of our legislative representatives this year prior to the short legislative session.

### Board Chair Report

- ✓ Nothing to report.

## ACTION ITEMS

### Resolution 64:19 – Supplemental Budget

Because this resolution is less than 10% of the current budget it is appropriate to bring this to the board and not the budget committee.

- **Matt McGowan made a motion to approve Resolution 64:19, the 2019-2020 supplemental budget for purposes described in the action item and resolution in the total amount of \$2,542,341 as presented by staff. Carol Moorehead seconded the motion. Motion carried 7-0.**

### Consent Agenda

Shelley noted one correction on the minutes. Carol Moorehead attended the November meeting but was not listed in the minutes. **Bob Moore made a motion to approve the Consent Agenda as corrected and Seana Barry seconded the motion. Motion carried 7-0.**

- Personnel Changes – December 2019
- Policy GBEC – Drug Free Workplace
- Board Minutes – November 19, 2019

**Executive Session**

The Board entered into Executive Session at 6:48 pm *pursuant to ORS 192.660(2)(e) Real Estate Transactions.*

They came back into Regular Session at 7:36 pm

The November 19, 2019, High Desert ESD Board of Directors Meeting adjourned at 7:37 pm.

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Scott Reynolds, Board Chair

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Shelley Knutz, Executive Assistant