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## Board of Directors Board Minutes July 21, 2020

- Board Members** Scott Reynolds, Board Chair, Directors Gwen Carr, Peggy Kinkade, John Lang, Matt McGowan, Bob Moore and Carol Moorehead
- HDESD Staff** Paul Andrews, Superintendent; Rochelle Friend, Chief Financial Officer; Anna Higgins, Chief Strategy & Innovation Officer; Amy Joynt, Special Programs Executive Director; Shay Mikalson, Chief Student Success Officer; Rachel Wenten-Chaney, Chief Information Officer and Shelley Knutz, Executive Assistant
- Call to Order** Board Chair Scott Reynolds called the July 21, 2020 meeting to order at 5:31 pm
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### REGULAR SESSION

#### Review Higher Education and At-Large Board Representatives

Scott, Carol and Bob had a chance to talk with the two board candidates. They decided to reopen the At Large position for 30 days to see if there is more interest in the position. The advertising of the opening and application will be ready on Monday. Scott will follow up with the applicants.

#### Election of 2020-21 Officers

Scott Reynolds opened nominations for the 2020-21 officers.

- **Carol Moorehead moved and Bob Moore seconded a motion to nominate Scott Reynolds as Chair for 2020-21. Motion carried 7-0**
- **Scott Reynolds moved and Matt McGowan seconded a motion to nominate Peggy Kinkade as Vice-Chair for 2020-21. Motion carried 7-0**

### PRESENTATIONS and REPORTS

#### Emergency Preparedness

Superintendent Andrews introduced Joe Hallums, Emergency Preparedness Consultant. He has been with the High Desert ESD for six months. Joe is focused on putting all the pieces together for small and large schools. He has been busy working with our districts as well as the districts in Lake, Malheur and Harney counties. This work is funded by a grant from FEMA. Joe focuses on helping schools develop Emergency Operation Plans. He will work with schools and districts to develop Memorandum of Understandings with local agencies. Bend-La Pine and Crook County already have many plans in place. Smaller, rural districts need help in developing their own plans.

Joe's law enforcement experience was primarily in preparing for large events. When the pandemic hit, that was a very different type of event. Joe enjoys working with such a great team. He plans to continue building confidence with staff, administrators and students. It has been rewarding to help the smaller districts with their plans. He has found some districts are more receptive to this work than others. Joe intends to offer trainings to schools but he has not been able to get out and conduct any trainings because of COVID-19 restrictions.

Matt McGowan asked Joe if he has had the opportunity to work with the PACE representatives. They provide many services and can even help with the emergency plan. He will check in to that because the more resources Joe can gather, the more he is able to share with the districts. Peggy confirmed Joe is involved with the safe school alliance.

## **Fiscal Report**

Rochelle reported we have had some good news for 20/21. Healthy Families of the High Desert was awarded \$271,808 from the Student Success Act (SSA). This will allow them to retain the Family Support Specialist they currently have and add an additional specialist for 20/21. Juntos Aprendemos also has great news, they will be receiving an additional \$288,000 which will be a big boost to the program affording them to hire a coordinator and part-time parent staff support.

Elementary and Secondary School Emergency Relief Funds (ESSER) of \$276,000 will help support some of the losses in Drivers Education due to COVID-19. We are well below the budgeted expenditure amount. We will be starting the 20-21 fiscal year with a healthy beginning balance.

Rochelle has met with Payne West who provides our liability coverage. There are two changes over last year. We do not have liability coverage for communicable diseases. Due to the increased number of claims for sexual assault in districts, Payne West will no longer cover claims resulting from failure to report the suspected abuse. Our crime coverage is currently at \$100,000 and they would recommend \$500K-\$1M. Rochelle believes we have adequate controls in place but we may want to consider increasing coverage.

## **ACTION ITEMS**

### **Resolution 67-20 Annual Procedural Business**

Superintendent Andrews explained the Board is responsible for the board organization and annual procedural business. He reviewed the resolution line by line.

- **Peggy Kinkade made a motion to approve Resolution 67-20 as presented and Gwen Carr seconded the motion. Motion carried 7-0.**

### **Superintendent Evaluation Summary**

Scott directed the board members to the evaluation summary included in the packet. This evaluation summary was not the way they have evaluated Superintendent Andrews' performance in the past, but this was not a typical year.

- **Bob Moore made a motion to approve Superintendent Andrews' Evaluation Summary as presented and Carol Moorehead seconded the motion. Motion carried 7-0.**

### **Superintendent Contract**

Scott referenced the revised contract for Superintendent Andrews. The revisions will extend the contract for three years and his compensation will increase according to the Board's recommendation.

- **Peggy Kinkade moved to approve a three-year contract for Superintendent Andrews as discussed. Carol Moorehead seconded the motion. – Motion carried 7-0**

### **Consent Agenda**

- **Carol Moorehead made a motion to approve the Consent Agenda as presented. Gwen Carr seconded the motion. Motion carried 7-0.**
  - Personnel Changes – July 2020
  - Board Minutes – June 16, 2020

## **DISCUSSION ITEMS**

### **Superintendent Report**

- ✓ Superintendent Andrews introduced and welcomed Shay into his new role with High Desert ESD. He also announced Anna's new role. He will be meeting with them twice a week while there are so many decisions to make for the fall startup.
- ✓ All staff continue teleworking through the summer.
- ✓ Two in person equity trainings in August and September have been cancelled. Meeting with state leaders on how to navigate this.
- ✓ Governor will hold a press conference tomorrow with the most recent guidelines.
- ✓ COSA - Off the Record provided some helpful information about the financial impact. We do not anticipate a RIF this year, which is great.

- ✓ As Rochelle reported, EI/ECSE, Regional Programs and Juntos Aprendamos have received additional funds for 20/21.
- ✓ Early Learning Hub will be cut. Chronic Absenteeism and the Regional Promise Grant are being eliminated.
- ✓ PACE has informed us we will have no liability insurance for communicable diseases starting July 1. Our attorneys have worked up waivers and contract amendments for those using our facilities.
- ✓ Fall guidance reopening plan section 1-3. We are required to present the blueprint to the Board by August 15. We believe the document you received meets the compliance requirements by ODE.
- ✓ Shay thanked the team he has been working with on the Operational Blueprint for Reentry. He said their focus was providing excellence. Joe was instrumental in developing this for the region and the districts are appreciative of the work. Crisis reveals character and Superintendent Andrews' leadership is key to the districts.
- ✓ The internal group is focused on sections 4-8 and will be working with all of our programs to figure out how each of them will 're-open'. We do not have the guidance we need for our largest program, EI/ECSE.
- ✓ Anna noted the team is practicing putting kids first with a strong core value around taking care of our people. Core Team Reopen is a group who will begin working on this. There are many staff working on the different parts. A draft proposal would put HDESD employees into five categories based on their direct relationship with students – Team Reopen will work on that draft later this week. Mapping out what we hear from staff about their concerns returning to work.
- ✓ Schools are currently hoping to open using cohort models.
- ✓ Hope to build flow charts for the HR team to have concrete tools to work with.
- ✓ Teaching is an essential work force. We are mapping out what we hear from staff regarding their concerns or limitations for returning to work.
- ✓ Our understanding of the Work Share program and PERS was incorrect. We have learned the money provided through Work Share does not meet the definition of wages so we cannot pay PERS on those dollars.
- ✓ Employees have not received their furlough payments for the days missed.
- ✓ The Facilities Report is attached for their review. Bob Martin is helping put sections 1-3 into place. We do have access to face shields and face masks.
- ✓ Second round of interviews for the Better Together Executive Director will be next week.
- ✓ The fireside chats will continue during the summer.
- ✓ Exploring equity work with Charan Cline to support Redmond SD. Charan will be a great addition to the region.
- ✓ Executive Team Retreat – August 19; ALT Retreat – August 27; Weeks of Welcome - August 17-September 3

### **Board Chair Report**

- ✓ With everything going on right now, it will be important to have a meeting in August for updates. Scott asked that there be no action items on the agenda in case there is trouble establishing a quorum.
- ✓ With five board positions opening next year, the board members will need to work on getting the word out.

### **Adjourn**

The July 21, 2020, High Desert ESD Board of Directors Meeting adjourned at 7:30 pm.

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Scott Reynolds, Board Chair

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Shelley Knutz, Executive Assistant