



2804 SW Sixth Street, Redmond, OR 97756 / P 541.693.5600 / F 541.638.9646 / www.hdesd.org

Board of Directors Board Minutes October 20, 2020

- Board Members** Board Chair Scott Reynolds, Vice Chair Peggy Kinkade, Directors Seana Barry, Gwen Carr, Betsy Julian, John Lang, Bob Moore, Carol Moorehead and Matt McGowan observed by phone
- HDES D Staff** Paul Andrews, Superintendent; Jenny Faircloth EI/ECSE Administrator; Rochelle Friend, Chief Financial Officer; Anna Higgins, Chief Strategy & Innovation Officer; Jayel Hayden, Chief Human Resources Officer; Amy Joynt, Executive Director Special Education; Shay Mikalson, Chief Student Success Officer; Tony Summers, Program Manager Driver Education, Rachel Wente-Chaney, Chief Information Officer and Shelley Knutz, Executive Assistant
- Call to Order** Board Chair Scott Reynolds called the October 20, 2020 meeting to order at 5:32 pm
-

PRESENTATIONS and REPORTS

Fiscal Report

Rochelle is happy to report the PERS rates for 21-23 have been set. Our rates are dropping 4.5 percentage points for Tier I/II and 2.2 percentage points for OPSRP. This is a direct result of the decision to buy into the employer incentive fund and legislative action to extend the debt. The revenue chart shows a significant decrease in revenue because we are in the second year of the biennium. Many of our larger grants provide 2/3 of their funding in the first year and 1/3 the second year of the biennium. Of note, we are right on track with where we are historically at this point. Bob inquired about the decreasing cash balances. Rochelle explained that is also a result of this being the second year of the biennium. Since this report was printed the balances are back up to acceptable levels.

Rochelle announced we have received four new grants in the last month.

- Two COVID-19 Health Equity grants from Oregon Health Authority, one in the amount of \$560,000 that will be managed by Migrant Ed and one for \$65,000 that will be managed by Juntos Aprendemos. Peggy asked what the COVID grants would be providing. They will provide support for groceries, gas, wage support and comprehensive whole family support for our Migrant Ed families.
- Better together will receive \$100,000 from United Way to support school-aged childcare through the Boys and Girls Club.
- Migrant Ed received an additional \$50,000 from the Central Oregon Health Council.

The auditors are a little behind because of COVID. They have been doing the majority of their work virtually. They hope to present the audit to the Finance Committee in November and to the Board in December.

Tyler Technologies had a security incident in September. Rachel explained that Tyler Technologies provides software globally. We do host locally so at least we were not in Tyler's cloud. We didn't have an active breach but were concerned and cautious and had the opportunity to practice our security process. Tyler is still investigating the breach. Rachel thanked Rochelle, Alea and Jared for their work through this incident. We learned a lot and were able to maneuver through this disaster plan without loss to our districts.

Driver Education Update

Superintendent Andrews explained that during this time of COVID the High Desert Driver Ed program had to be very creative. They were on track to have over 1,000 students complete the program for 2019-2020 before COVID happened. Thankfully, Tony Summers, our Driver Ed Program Manager is devoted to the program and the kids and has found a way to continue driver education.

Tony shared some highlights with the board members:

- The program serves 5 school districts and 14 high schools across those districts.
- They operate 14 driver education cars for behind the wheel learning.
- They run 5 sessions during the school year. Those sessions are 11 weeks long. There are 2 summer sessions that are condensed into a 5 week class.
- There are 34 Oregon Department of Transportation (ODOT) certified instructors with 2 more completing the course. The instructors are professional and take their job seriously. Tony believes the instructors are the backbone of the program and the reason why it is so successful.
- The instructors must complete an intensive 120 hour instructor course through Western Oregon University where they learn laws, the ODOT curriculum, how to teach the curriculum in the classroom and how to teach students behind the wheel. Their final drive with their instructor is acceptable for the Department of Motor Vehicles drive test.

The Spring and Summer programs had to be cancelled and refunds sent to all parents. The Fall program classroom portion is now online. Registration for the winter session just opened and likely will be online as well. Instructors have had to completely change how they are teaching the classroom portion. All assignments and tests are done using Google Forms. Tony is proud of how the instructors have adjusted and become creative to make the lessons interactive. He shared a few instructional video clips the instructors have created. Some adjustments were made to comply with COVID requirements. They are cleaning cars in between drivers and they must wear masks at all times.

Driver Ed funding comes from parents and from ODOT. Without classes there was no income so Tony had to advocate for the opening of the program. Superintendent Andrews complimented Tony for the incredible way he has adjusted to all of the changes. Oregon Department of Education was grateful for Tony putting the guidelines together for all programs. Anna noted that because of Tony's perseverance, all driver education programs across the state can operate.

Peggy asked if there was a way to expand the program since there is such a backlog of students due to COVID. Tony explained that covering the behind the wheel portion is the greatest challenge. They have added another car and have a few new instructors coming on. Recruiting the instructors is a challenge and the training is very robust. They are required to put in 120 hours and hoping to be hired.

DISCUSSION ITEMS

First Reading – Policy GBN/JBA – Title IX – Sexual Harassment

In May, the USDOE adopted Title IX regulations specific to sexual harassment in school districts and ESDs. They represent a major change in the way ESDs must respond to reports of sexual harassment. They require the adoption of new policies, a new grievance process, the designation of staff members to fill key positions in the grievance process, and staff training.

The new Title IX regulations create a complicated situation for Oregon districts, because Oregon already has a body of law for sexual harassment in school districts. The definitions and procedures under Title IX are different than the definitions and procedures under Oregon law.

The new Title IX requires anyone, including board members, who become aware of conduct which may constitute as sexual harassment are required to immediately report to the Title IX Coordinator-Jayel Hayden.

Jayel reviewed the sections of the new policy and walked through the changes from the OSBA sample policy.

Superintendent Andrews explained that by Title IX requirement, we must have this adopted as soon as possible. Peggy asked about the process for reporting. Jayel explained there is a new administrative regulation that covers the process and includes a complaint form. In addition to the Title IX Coordinator we have designated Jay Mathisen, as investigator. The ESD attorneys as resources. Shay Mikalson as the decision maker. Superintendent Andrews as the appeals person. Rachel confirmed that there is an anonymous option to report on our website or to Kristen Johns if anyone would prefer to report to a woman.

Betsy found some grammatical and formatting corrections to the policy. She will send those to Shelley to update the policy. The board members agreed they would be fine passing the policy as is tonight. It will be updated and presented again at the November board meeting. Superintendent Andrews thanked Jayel, Melinda and the board members for their willingness to work through important policy.

Superintendent Report

- ✓ COVID-19 Update – May receive changes to the metrics in November. The Madras EI/ECSE team started limited in person instruction four days a week.
- ✓ He has sent a letter to our staff and partners about our stance to continue working virtually if possible.
- ✓ Shay expressed how proud he is of our districts and partners who are doing all they can to put kids first. He also appreciates Paul, Anna and everyone who is stepping up.
- ✓ Anna noted our EI/ECSE classrooms will be the first to open so she's been working with leadership to address any staff or union concerns. Our union representatives are working closely with us to figure this out they have done so without demanding to bargain.
- ✓ Jenny Faircloth noted that the Early Learning Division guidelines are not as stringent as ODE. The biggest challenge they are facing is transportation. They are anxious to get kids back in the classroom but they also want to keep our kids and staff safe.
- ✓ Superintendent Andrews and Amy have been working on strategies for getting legislative support for the regional programs. Regional Programs is rebranding and will become Regional Inclusive Services. Hoping to have ODE present a legislative concept to report by 2022
- ✓ Fireside chat tomorrow at 9:00. He will be interviewing Tony Summers to discuss how driver education has adapted to this new learning environment.
- ✓ Considering organizing a December Board/Legislative Zoom meeting. Possibly on December 17 from 4:30-6:00. Will wait until after the elections to send out invitations.
- ✓ Facilities report and an updated Circle Chart are included in the packet.

Board Chair Report

- ✓ Peggy thanked those who attended the board outreach meeting. The purpose of their work is focusing on the need to reach out to the communities we serve so we can connect with them and learn from them. Also to raise the profile of the ESD and generate more board interest. They are discussing a process for advertising and cultivating interest. They will reach out to the 5 positions who are opening this year to determine who wanted to remain on the board for another term.
- ✓ Superintendent Andrews is working with his communications team to come up with a message that is easier to share. One that will succinctly describe what the ESD does. Once that is done, they plan to identify opportunities to share this information and explain how to become involved. Bob suggested the Outreach Team create a board member job description that explains the roles and responsibilities of board members
- ✓ Superintendent Andrews was pleased to report Carol Moorehead has volunteered to represent HDESD on the OAESD equity board.

ACTION ITEMS

Approval of Policy GBN/JBA – Title IX – Sexual Harassment

There are some grammatical and formatting changes to this policy that will be made before the November meeting. The updated version will be presented at that time.

- **Bob Moore moved Gwen Carr seconded a motion to approve Policy GBN/JBA – Title IX – Sexual Harassment as presented with the understanding it will be presented with changes in November. Motion carried 8-0**

Consent Agenda

- **Carol Moorehead moved and Peggy Kinkade seconded the motion to approve the Consent Agenda as presented. Motion carried 8-0**
 - Personnel Report for October
 - Board Minutes for September

Adjourn

The October 20, 2020, High Desert ESD Board of Directors Meeting adjourned at 7:15 pm.

Scott Reynolds, Board Chair

Shelley Knutz, Executive Assistant