



804 SW Sixth Street, Redmond, OR 97756 / P 541.693.5600 / F 541.638.9646 / [www.hdesd.org](http://www.hdesd.org)

## High Desert ESD Board of Directors Meeting

**January 19, 2021**

**Board Meeting – 5:30 pm  
Executive Session – 8:00 pm**

[Zoom Link](#)

### **2020-2021 Board of Directors**

|               |                 |
|---------------|-----------------|
| Seana Barry   | Matt McGowan    |
| Gwen Carr     | Bob Moore       |
| Betsy Julian  | Carol Moorehead |
| Peggy Kinkade | Scott Reynolds  |
| John Lang     |                 |

### **Vision**

Be the state leader in all we do.

### **Mission Statement**

Improve student outcomes with **EXCELLENCE, EQUITY** and **EFFICIENCY**.

### **Strategic Priorities**

Implement best practices for educators gleaned from **INVESTIGATION, INNOVATION** and **INCUBATION** of ideas and efforts from the public and private sectors.

- Foster education opportunities from birth to career
- Provide value to our school districts, families and other customers  
Bridge gaps and bring people together

**AMERICANS WITH DISABILITIES ACT:** Please contact the district office at 541.693.5608 if you need accommodation to participate in the board meeting. Please call at least three days prior to the scheduled meeting date. Thank you

## REGULAR SESSION

5:30-5:35 pm Call to Order and Agenda Revisions Scott Reynolds  
5:35-5:40 pm Audience Participation Scott Reynolds

## PRESENTATIONS AND REPORTS

5:40-5:50 pm Board Appreciation Paul Andrews  
5:50-6:10 pm Early Intervention/Early Childhood Special Education (EI/ECSE) Diane Tipton  
6:10-6:30 pm Board Outreach Linda Quon  
6:30-6:50 pm Audit – **Separate Document** Rochelle Friend  
6:50-7:00 pm Fiscal Report – **pages 3-5** Rochelle Friend

## DISCUSSION ITEMS

7:00-7:15 pm 2021-2022 Local Service Plan Presentation – **Separate Document** Paul Andrews  
7:15-7:30 pm Superintendent Report Paul Andrews

- COVID-19
- Reopening Status – Internal and External
- Liability Coverage
- Online Security

7:30-7:50 pm Board Report Scott Reynolds

- Board Outreach Committee
- OAESD Report

## ACTION ITEMS

7:50-7:55 pm Approve 2021-22 Local Service Plan Paul Andrews  
7:55-8:00 pm Consent Agenda Paul Andrews

- Personnel Changes January– **page 6**
- Policy JB – Equal Educational Opportunity – **pages 7**
- Board Minutes December 15, 2020 – **pages 8-10**

## EXECUTIVE SESSION

8:00-8:30 pm ORS 192.660(2)(d) - Labor Negotiator Consultation Paul Andrews

## MEETING CLOSURE

8:00 pm Meeting Adjourned

Next Meeting Date ~ February 15, 2021

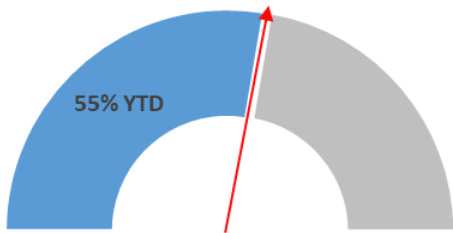
# High Desert Education Service District

Board Fiscal Report  
January 2021

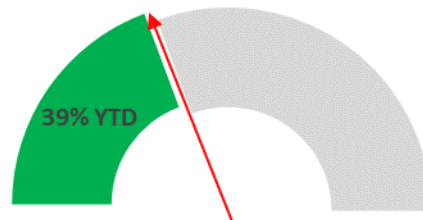
Below are updates on the year to date budget and items of general note in the Business Office. In addition, the following charts provide an overview of the ESD's fiscal position as of December 31, 2020.

## General Fund Administration:

The ESD's operating fund reports revenues YTD of \$2,533,206, while expenditures YTD for the operating fund are \$1,767,795. This is consistent with where we've historically been through the end of December, as compared to the budget.



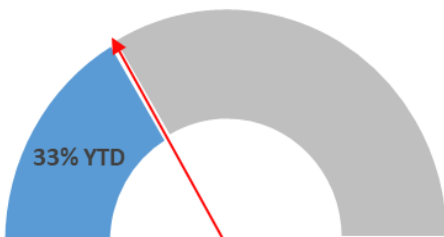
General Fund Revenues - YTD as a % of Budget



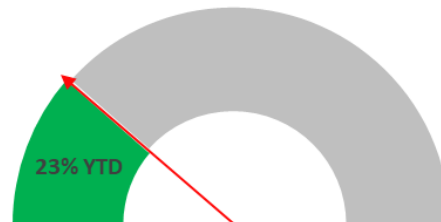
General Fund Expenditures - YTD as a % of Budget

## Special Revenue Fund:

Revenue YTD is \$13,696,456 while expenditures year to date are \$9,525,379. As mentioned in previous meetings, we have historically spent a larger percentage of our budget by this point in the year. Since our special revenue funds are grant funded, we have been working with the State and other granting agencies to obtain extensions so that we will be able to carry over unspent funds into the coming year.



Speical Revenue Fund Revenues - YTD as a % of Budget



Speical Revenue Fund Expenditures - YTD as a % of Budget

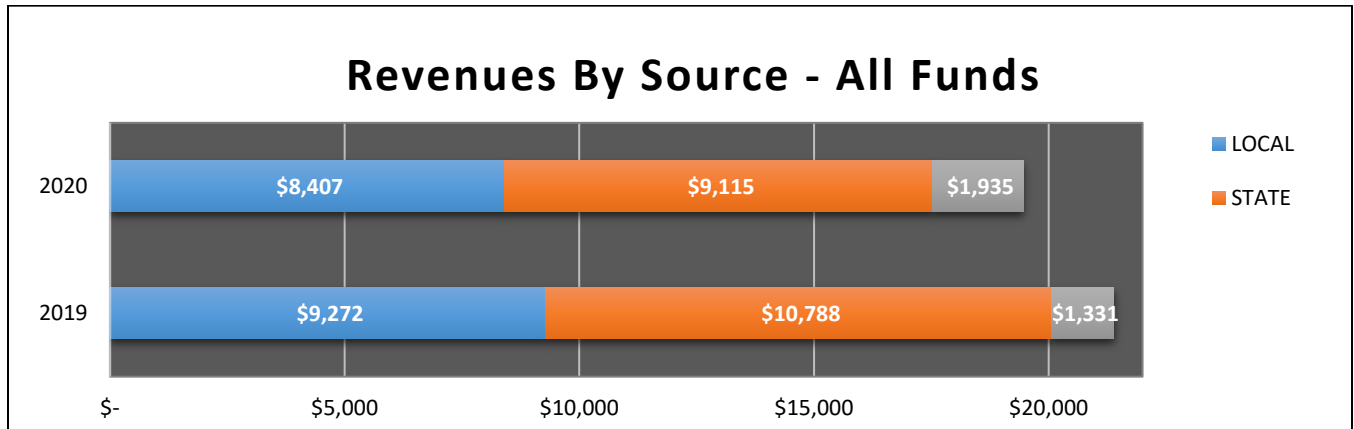
Since our last meeting, Juntos Aprendemos received an additional grant in the amount of \$5,000 from OCF to provide gift cards for food as a result of COVID-19.

We also received notice that we were awarded the Grow Your Own grant totaling \$346k. This grant is provided to help our staff become working teachers. Right now, we have 14 staff signed up for courses through George Fox and COCC, and an additional 10 students that participated in our HEP program this past year.

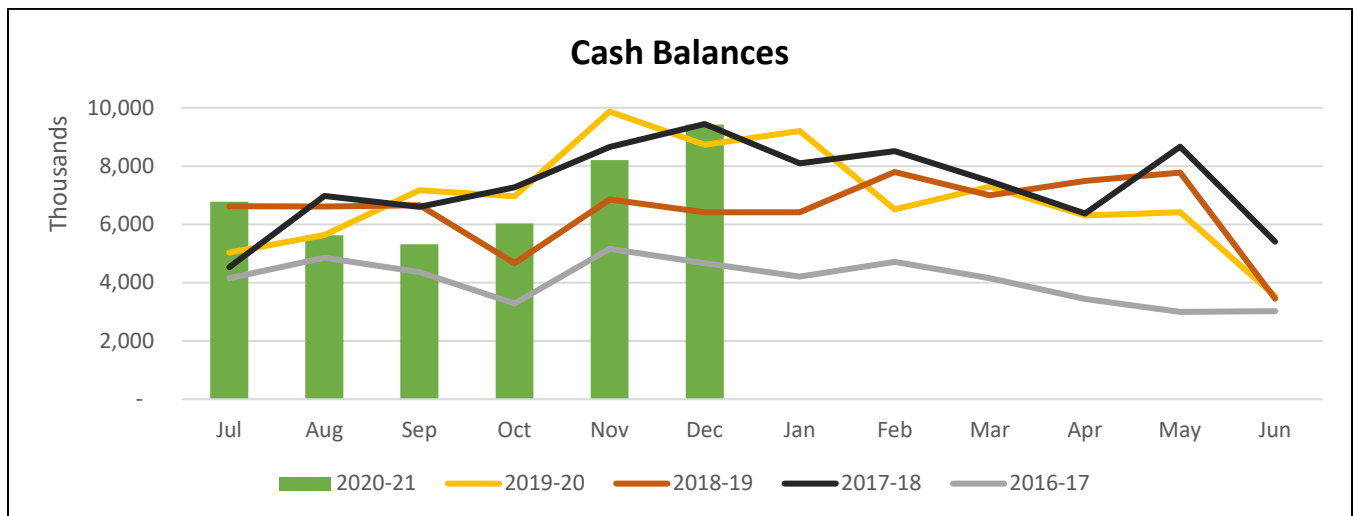
## Audit RFP:

We are working jointly with Culver School District on an RFP for audit services. The notice was submitted to the newspaper last week and we expect to bring a recommendation to the Board at the March meeting.

## Current Vs. Prior Revenues – In total



## Cash Balances History



## Budget to Actual by Fund:

| General Fund                                   | Adopted              | YTD                  | Encumbrance          | Resolutions | Totals               | (Over)/Under         |
|--|----------------------|----------------------|----------------------|-------------|----------------------|----------------------|
| Instruction                                    | \$ 2,600,373         | \$ 771,227           | \$ 1,481,028         | \$ -        | \$ 2,252,255         | \$ 348,118           |
| Support Services                               | 6,659,992            | 3,038,579            | 2,627,854            | -           | 5,666,433            | 993,559              |
| Transfer of Funds                              | 4,844,409            | 1,509,323            | 1,315,572            | -           | 2,824,895            | 2,019,514            |
| Apportionment of Funds                         | 2,997,919            | 1,009,426            | 1,799,989            | -           | 2,809,415            | 188,504              |
| Unappropriated Fund Balance                    | 836,795              | -                    | -                    | -           | -                    | 836,795              |
| <b>Total General Fund</b>                      | <b>\$ 17,102,693</b> | <b>\$ 6,328,556</b>  | <b>\$ 7,224,442</b>  | <b>\$ -</b> | <b>\$ 13,552,998</b> | <b>\$ 3,549,695</b>  |
| <b>Special Revenue Funds</b>                   |                      |                      |                      |             |                      |                      |
| Instruction                                    | \$ 14,756,550        | \$ 5,003,842         | \$ 7,231,850         | \$ -        | \$ 12,235,692        | \$ 2,520,858         |
| Support Services                               | 19,200,590           | 4,094,226            | 3,449,797            | \$ -        | 7,544,024            | 11,656,566           |
| Enterprise & Community                         | 89,155               | 10,791               | 62,475               | \$ -        | 73,266               | 15,889               |
| Transfer of Funds                              | 463,107              | 20,521               | 12,869               | \$ -        | 33,390               | 429,718              |
| Apportionment of Funds                         | 6,410,862            | 395,999              | 2,664,122            | \$ -        | 3,060,121            | 3,350,740            |
| PERS UAL Lump Sum Payment To PERS              | -                    | -                    | -                    | \$ -        | -                    | -                    |
| Contingency                                    | 712,861              | -                    | -                    | \$ -        | -                    | 712,861              |
| <b>Total Special Revenue Fund</b>              | <b>\$ 41,633,124</b> | <b>\$ 9,525,379</b>  | <b>\$ 13,421,113</b> | <b>\$ -</b> | <b>\$ 22,946,492</b> | <b>\$ 18,686,632</b> |
| <b>Debt Service</b>                            |                      |                      |                      |             |                      |                      |
| Debt Service                                   | \$ 1,171,787         | \$ 158,394           | \$ -                 | \$ -        | \$ 158,394           | \$ 1,013,393         |
| <b>Total Debt Service</b>                      | <b>\$ 1,171,787</b>  | <b>\$ 158,394</b>    | <b>\$ -</b>          | <b>\$ -</b> | <b>\$ 158,394</b>    | <b>\$ 1,013,393</b>  |
| <b>Facilities &amp; Fleet Maintenance Fund</b> |                      |                      |                      |             |                      |                      |
| Support Services                               | \$ 795,592           | \$ 367,385           | \$ 277,377           | \$ -        | \$ 644,762           | \$ 150,829           |
| Debt Service                                   | 276,393              | 138,160              | -                    | -           | 138,160              | 138,233              |
| <b>Total Facilities &amp; Fleet Fund</b>       | <b>\$ 1,071,985</b>  | <b>\$ 507,134</b>    | <b>\$ 277,377</b>    | <b>\$ -</b> | <b>\$ 784,511</b>    | <b>\$ 287,474</b>    |
| <b>Total All Funds</b>                         | <b>\$ 60,979,589</b> | <b>\$ 16,519,463</b> | <b>\$ 20,922,932</b> | <b>\$ -</b> | <b>\$ 37,442,395</b> | <b>\$ 23,537,194</b> |
| Total Unappropriated Amounts, All Funds        | \$ 836,795           | \$ -                 | \$ -                 | \$ -        | \$ -                 | \$ 836,795           |
| <b>TOTAL ADOPTED BUDGET</b>                    | <b>\$ 61,816,384</b> | <b>\$ 16,519,463</b> | <b>\$ 20,922,932</b> | <b>\$ -</b> | <b>\$ 37,442,395</b> | <b>\$ 24,373,989</b> |

January 11, 2021

To: Paul Andrews, Superintendent  
HDESD Board of Directors

From: Bob Martin, Director of Facilities and Construction

**General:**

New information is underlined.

In response to the COVID-19 outbreak we have increased the cleaning protocols in our buildings. We are providing cleaning disinfectant, gloves, masks and cleaning materials at all sites.

After completing research and discussion with others I have ordered Plasma Air 7000 series ionization units for the following locations: Alyce Hatch Center, HDREC, Manzanita Building and the Prineville Education Center. These units will be installed on each of the HVAC units to cleanse the intake air as well as maintain a level of sanitized air inside the buildings. All of the HVAC units are producing the maximum amount of air flow in to the

**Tamarack Building:**

In February we will be receiving and installing 1600 sq. ft. of 2ft. square x 3.25" thick playground pads to be placed in the fenced area of the parking lot prior to the installation of playground equipment. These pads meet the required specifications for playground structures not over 72" in height.

**Alyce Hatch Center:**

The installation of six openable windows in the three classrooms will be completed Jan. 11 and 12. MERV 13 filters are being installed in the HVAC systems on Jan. 13, 2021.

**Manzanita Building:**

Painting of the main hallway, reception area, entry foyer and copy/work room has been completed. MERV 13 filters are being installed in the HVAC systems on Jan. 11, 2021

**Skyliner Lodge:**

The installation of MERV 13 filters in the HVAC systems will be on Jan. 11, 2021.

**Prineville Education Center:**

The installation of MERV 13 filters in the HVAC systems will be on Jan. 20, 2021.  
Have not received the quotes for the installation of one set of openable windows in both of the classrooms.

**Westside Elementary School – Madras:**

I am replacing as needed cleaning disinfectant, gloves, masks and cleaning material in the EI/ECSE entry area.  
Have relocated excess furniture in to one of the containers at the Manzanita Building.

**High Desert Regional Education Center:**

The first delivery of ionization units are being installed in the HVAC units on Jan. 11, 2021. PLEASE NOTE: the ionization units are site specific and they will be installed as they arrive from the manufacturer.  
The installation of MERV 13 filters in the HVAC systems will be completed Jan. 11, 2021.

## Monthly Personnel Report - JANUARY 2021

| Recommended for Hire |   |     |                 |
|----------------------|---|-----|-----------------|
| Name                 | Title                                     | FTE | Comments        |
| Anayantzi Cruz       | Juntos Aprendemos Supporting Ed Assistant | .50 | DOH: 12/14/2020 |
|                      |   |     |                 |
|                      |   |     |                 |
|                      |   |     |                 |
|                      |   |     |                 |
|                      |   |     |                 |
|                      |   |     |                 |
|                      |   |     |                 |

| Recent Resignations, Retirements, Dismissals, Lay Offs |       |          |
|--|-------|----------|
| Name   | Title | Comments |
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| Jobs Posted this Report |                            |  |                            |                                       |                            |   |                            |
|-------------------------|----------------------------|--|----------------------------|---------------------------------------|----------------------------|---|----------------------------|
| LICENSED                | Hrs per wk/<br>Days per yr | CLASSIFIED                                       | Hrs per wk/<br>Days per yr | SUPERVISOR<br>MANAGER<br>CONFIDENTIAL | Hrs per wk/<br>Days per yr | ADMIN   | Hrs per wk/<br>Days per yr |
|                         |                            | Educational Assistant                            | 32/189                     |                                       |                            | Regional Director<br>of Mental and<br>Behavioral Health | 40/230                     |
|                         |                            | Healthy Families<br>Family Support<br>Specialist | 40/250                     |                                       |                            |   |                            |
|                         |                            |  |                            |                                       |                            |   |                            |
|                         |                            |  |                            |                                       |                            |   |                            |
|                         |                            |  |                            |                                       |                            |   |                            |

CC: Holly B, Deb P, Shelley, Jayel, Katie, Alea, Becca, Wendy Burkhardt, Benefits, John A, Angella

## Equal Educational Opportunity

Every student of the ESD will be given equal educational opportunities regardless of age, sex, sexual orientation<sup>1</sup> race, religion, color, national origin, disability, parental status, familial status, marital status, linguistic background, culture, socioeconomic status, capability or geographic location.

No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any program or service conducted by the ESD. The ESD will treat its students without discrimination on the basis of sex as this pertains to course offerings, employment assistance and such other activities as may be provided by the ESD for component school district students, or denied access to facilities in the ESD.

A student or parent may access and use the ESD's general complaint procedure through Board policy KL - Public Complaints.

All reports, complaints or information will be investigated.

A student of the ESD may not be subjected to retaliation by the ESD for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation.

The superintendent will designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator will investigate complaints communicated to the ESD alleging noncompliance with Title IX. The name, address and telephone number will be provided to all students and employees.

The Board will adopt and the ESD will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints under Title IX.

### END OF POLICY

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#### Legal Reference(s):

[ORS 174.100](#)  
[ORS 192.630](#)  
[ORS 326.051](#)  
[ORS 329.025](#)  
[ORS 334.125](#)  
[ORS 336.086](#)

[ORS 659.850](#)  
[ORS 659.852](#)  
[ORS 659A.003](#)  
[ORS 659A.006](#)  
[ORS 659A.103 - 659A.145](#)  
[ORS 659A.400](#)

[ORS 659A.403](#)  
[ORS 659A.406](#)  
[OAR 581-021-0045](#)  
[OAR 581-021-0046](#)  
[OAR 581-022-2310](#)  
[OAR 839-003-0000](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018) ; 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12333 (2018).

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<sup>1</sup> "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual's sex at birth.





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## Board of Directors Board Minutes December 15, 2020

- Board Members** Board Chair Scott Reynolds, Vice Chair Peggy Kinkade, Directors Seana Barry, Gwen Carr, Betsy Julian, 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; Jayel Hayden, Chief Human Resources Officer; Amy Joynt, Director of Special Programs; Shay Mikalson, Chief Student Success Officer; Lauren Tolo, Sign Language Interpreter; Rachel Wenthe-Chaney, Chief Information Officer and Shelley Knutz, Executive Assistant
- Call to Order** Board Chair Scott Reynolds called the December 17, 2020 meeting to order at 5:30 pm
- 

### PRESENTATIONS and REPORTS

#### Deaf/Hard of Hearing (D/HH) Presentation

Amy introduced Lauren Tolo who is a valuable team member of the DH/H team. Lauren is a Sign Language Interpreter (SLI). She shared why she chose to be a SLI and how much she enjoys being able to impact the lives of students in multiple ways. Lauren explained that students work with a different SLI through the years to get used to the different styles of communication they will encounter in life.

Lauren shared a story about a young lady she has been working with who was seen as a behavior challenge when they met. Lauren found it important to acknowledge every accomplishment she made, no matter how small. She is no longer a behavior challenge. Lauren shared this young lady's success over the years. In the 8<sup>th</sup> grade she is now a straight A student who is thriving in school. She is learning Spanish so she can communicate more with her family at home. She will be able to speak three languages: American Sign Language (ASL), English and Spanish. This amazing young lady has even taught an ASL class for her fellow students during their enrichment time. Lauren is currently interpreting 3 languages for her daily (English, Spanish and ASL). Now they are focused on how to continue her learning without in person access due to the quarantine. Learning as a deaf student during comprehensive distance learning has its own set of challenges.

Peggy commented on what an incredible and inspiring story. She is very glad Lauren has brought her skills to High Desert ESD. Amy thanked Lauren for such a heartfelt story and for reminding us of the importance of meeting students where they are. Superintendent Andrews thanked Lauren for her dedication and noted how incredible the DH/H team is.

#### Fiscal Report

Governor's proposed budget was released for the 2021-2023 biennium. The numbers may change but right now we are seeing increases to EI/ECSE, Long Term Care and Treatment and Regional Programs compared to the 2019-2021 budget. There is currently \$9.1B in the budget for State School Fund, which is a slight increase. The plan is to continue advocacy with legislations. \$36.9M has been set aside from the Student Success Act for ESDs. The Corporate Activity Tax is coming in better than expected. In general, things are looking positive for K-12.

The auditors met with the Finance Committee via Zoom but the audit wasn't finished. They did give us a verbal clean audit report but we have seen nothing in writing. Because there is a lot of turnover in the auditing team, this is the third audit team in the past three years. They expect to be prepared to present the audit to the board at the January or February board

meeting. It was not the normal presentation we expected. Superintendent Andrews was very disappointed. One finance committee member described it as appalling. Scott said the Finance Committee is recommending we go through the RFP process. We have notified our current auditors of this plan. Rochelle is hoping to find auditors that will be a good fit our needs.

## DISCUSSION ITEMS

### First Reading Board Policies

**ACB – All Students Belong** – Superintendent Andrews explained all schools and ESDs are required to have this policy approved by December 31, 2020. It is focused on ensuring all students receive a high quality education free from discrimination or harassment. Calls out symbols of hate that will not be tolerated by the ESD.

**JB – Equal Educational Opportunity** – Expands on how the ESD supports equal educational opportunities regardless of age, sex, sexual orientation, race, religion, color, national origin, disability, parental status, familial status, marital status, linguistic background, culture, socioeconomic status, capability or geographic location. These changes comply with the new Title IX guidelines.

### Superintendent Report

- ✓ We are in a middle of a COVID-19 surge and it is impacting our work. We've shut down all limited in person instruction (LIPI). Transmission of the virus is not happening in schools at a high rate. The reason Crook County schools returned to distance learning is the difficult time they've had obtaining substitutes. Crook County hasn't had one case traced back to a school. Gwen commented on the incredible compliance among the students in Crook County. They have responded very positively to the requirements.
- ✓ Four ESD superintendents (including Superintendent Andrews) were part of a statewide discussion on the potential role ESDs can play with COVID testing.
- ✓ Now that a vaccination is available, the CDC has made recommendations on the order of delivery. Health care workers and assisted living staff will receive the vaccine first. The Governor wants teachers to have access to the vaccine right after health care workers. There is sure to be questions/policy changes.
- ✓ OSHA is requiring that all staff must take part in a training for COVID-19. Excellent compliance among staff and we have been able to train 270 people in a week.
- ✓ Shay has been offering some support to private schools in addition to our own schools. He would like there to be clarity on the roles/responsibilities between schools and the health department. Gwen said that CCSD is really relying on their county health department. Superintendent Andrews said that CCSD is a model partnership. We are waiting to find out if the Safe Harbor clause will be extended past the January 5 deadline.
- ✓ Superintendent Andrews reminded the board members of the K-12 Legislative Summit on Thursday. We have had a lot of interest with 56 registered to attend so far. He shared an outline of the agenda and the advocacy. OSBA will address liability coverage for COVID. Carol asked if there has been discussion about students who have fallen behind during the distance learning. Will there be a plan to help them get caught up. Superintendent Andrews noted this is likely to be addressed by the legislature.
- ✓ The South Redmond US 97 Urban Renewal District that was presented to the Board in August has been approved.
- ✓ Rachel mentioned there has been a large, targeted security breach at the national level. Over 18,000 companies have been targeted. Thankfully, this is a program HDESD doesn't use so we have been able to help other districts who do have it. Rachel noted the team had a successful run through the security process when it wasn't an actual incident affecting our network. This is good practice because K-12 represents of 50% of the ransomware incidents.
- ✓ The next fireside chat will be January 13, 2021.
- ✓ Reminder about the homework for the board outreach homework.
- ✓ Review the Facilities Report and let him know if you have any questions.
- ✓ He will be taking the next two weeks off for the holidays.

### Board Chair Report

- ✓ Peggy reminded the board members to work through the homework Linda Quon gave them in November. Linda will be at the January meeting to go over this work with the board members.
- ✓ Board Committees
  - Finance – Betsy, Matt and Scott
  - Labor Negotiations - Peggy with Seana as a backup
  - Legislative – Bob
- ✓ Carol spoke about the OAESD Equity Task Force. They want to know what type of support ESD would like to have from this task force. Superintendent Andrews said it would be helpful to know what the other ESDs are doing to address equity. Maybe consider board member training on equity. The task force hopes to create a statement by April 1.

## **ACTION ITEMS**

### **Approval of Policy ACB – All Students Belong**

- **Carol Moorehead moved and Gwen Carr seconded a motion to adopt policy ACB – All Students Belong as presented. Motion carried 9-0**

### **Consent Agenda**

- **Bob Moore moved and Peggy Kinkade seconded the motion to approve the Consent Agenda as presented. Motion carried 9-0**
  - Personnel Report for December
  - Board Minutes for November

### **Adjourn**

The December 15, 2020, High Desert ESD Board of Directors Meeting adjourned at 6:55 pm.

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Scott Reynolds, Board Chair

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Shelley Knutz, Executive Assistant