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## Board of Directors Board Minutes December 14, 2021

- Board Members** Board Chair Peggy Kinkade, Vice-Chair Matt McGowan, Directors Seana Barry, Gwen Carr, Betsy Julian, Bob Moore, Carol Moorehead, Carlos Perez and Elizabeth Sanchez
- HDESD Staff** Paul Andrews, Superintendent; Jim Boen, Regional Director of Behavioral and Mental Health; Christine Ewing, Tri-County Response Team Coordinator; Rochelle Friend, Chief Financial Officer; Jayel Hayden, Executive Director of Human Resources; Anna Higgins, Chief Strategy & Innovation Officer; Amy Joynt, Executive Director of Special Education; Shay Mikalson, Chief Student Success Officer, Whitney Schumacher, Mental Health Strategist; and Shelley Knutz, Executive Assistant
- Call to Order** Board Chair Peggy Kinkade called the December 14, 2021 meeting to order at 5:30 pm

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### Agenda Revisions

Jayel asked that Carrie Compton be removed from the personnel report for December 2021.

### PRESENTATIONS

#### Goals and Outcomes

Anna spoke to the changes in the annual goals and outcomes process. She shared a sample of the new report that will align each of the program/department goals to the board goals. Anna briefly reviewed the Ideas that Guide Us handout which highlights: the ultimate aims, the ideas that guide us, the intended impact and the way we approach our work together as High Desert Education Service District.

#### The Forward Project

Superintendent Andrews introduced Whitney Schumacher, who came to the HDESD from Deschutes County to be our Mental Health Strategist and Program Manager. Whitney presented the Forward Project, a regional student suicide prevention partnership. Because of HDESD's reputation and successful track record we have been entrusted with leading the charge for this investment which includes the equitable distribution of over \$1M across all Central Oregon school districts to develop a comprehensive approach to mental health promotion and suicide prevention.

This project is all about leveraging the great work our schools and local suicide prevention programs are already doing. Central Oregon school districts, High Desert ESD, students, parents, guardians and local suicide prevention programs are all involved in this project. Whitney reviewed the funding allocations and the multi-year approach to this project. She covered the goals, outcomes and intended impact of the Forward Project.

#### Tri-County School Response Team (TCSRT)

Whitney introduced Christine Ewing, Tri-County School Response Team Coordinator. Christine gave some background on the TCSRT. She then explained who they are, who they serve, the team members and team leads.

Christine highlighted some of the many ways they provide support to students and staff when a tragedy or crisis occurs:

- ✓ Support rooms for students and/or staff in crisis.
- ✓ Teacher respite (cover classes when a break is needed).
- ✓ Coping strategy information for building staff.
- ✓ Front office support.
- ✓ Monitoring hallways and school grounds.
- ✓ Follow deceased student's class schedule to deliver district provided messages to students.
- ✓ Assist in staff debriefing sessions.

The goal is to provide high-quality crisis response services to the districts we serve through volunteer management, response management and quality assurance. Christine shared some positive feedback they have received for the newly formed Tri-County Response Team. She encouraged the board members to look online for information if they are interested in volunteering. They are currently only providing services to students but hope to add enough time to include services to families in the future.

Gwen mentioned the Crook County students took part in the Youth Truth Survey. It was obvious from the results that students want to talk about suicide and how they can support each other. Superintendent Andrews thanked Whitney and Christine for their powerful presentations. He noted they both have great expertise and High Desert ESD is so fortunate to have them.

### **Employee Evaluation Process**

Jayel was asked to review the employee evaluation process and what happens prior to the February board meeting where he presents the renewal, non-renewal of contract information. Senate Bill 290 determines the requirements for licensed and administrative staff. He is currently working with the union to review the evaluation process to see if it adequately evaluates non-TSPC licensed staff. A licensed staff member is on probationary status for 3 years and they are evaluated yearly during that time. Once they are moved from probationary status to contract status they are evaluated every other year. Peggy asked Jayel to explain the process we follow when a contract employee is no longer making it in their current role. Jayel shared that they are often counseled to move on to where they can be more successful (either inside or outside of the ESD).

### **Financial Report**

Rochelle reported we have received most of the signed contracts from ODE but still no funds. The State currently owes us \$6.2M. She believes we will receive all of the payments prior to the January board meeting. The advisory PERS rates have been released for the 2023-2025 biennium. These rates are a projection and final rates will not be available until next year. Rochelle updated the board members on the ESSER funds and how they are designated to be spent.

## **DISCUSSION ITEMS**

### **Superintendent Report**

- ✓ CTE Center Design Discussion on 12-20-22 with district leadership and Salam Noor. They will discuss what makes sense for our region.
- ✓ Reviewed the revised and highlighted board goals and metrics. Superintendent Andrews asked the board members for their opinion of the proposed changes. We are working on a better exit strategy system that addresses the retention goal.
- ✓ Superintendent Andrews will be presenting the 2022-23 Local Service Plan to each superintendent in January. He will also be presenting it to the new Bend-La Pine board members
- ✓ Superintendent Andrews will be teaching two practicum supervision classes next term EDAD 619 and 649.
- ✓ He will also be out of the office from December 22-January 3.

## Board Report

✓ OAESD Training opportunities are listed at the bottom of the agenda.

✓ Board Committee Reports

### Board Outreach Committee

- Bob Moore reviewed the process and visual representation of what the board member terms look like
- They conducted an exercise with the board members to determine their Sphere of Influence. Looking for areas where we could benefit from future representation.

### Superintendent Evaluation Committee

- The first step is to be certain the process is aligned with HDESD goals and standards. Decide the measures that will be used to evaluate how the standards are being met. Carlos mentioned it is a complex process but so important for the superintendent and the ESD.
- Superintendent Andrews gave his input that he would like this process to be aligned with the board's goals and metrics.
- Shay also recommended using the new board goals and metrics.
- Peggy asked that the board members send her their input.

## Policy BDDH - Public Comment at Board Meeting

Superintendent Andrews shared the HDESD's current policy and believes it is sufficient. He also reviewed the OSBA Sample Policy. The board members asked Superintendent Andrews to review the sample and create a suggested policy or administrative regulation for their review.

## First Reading Board Policies

- GBA – Equal Employment Opportunity
- GBEA – Workplace Harassment

## ACTION ITEMS

### Second Reading Board Policies

- ✓ BBF– Board Member Standards of Conduct - Online training will be available to board members but not required
  - **Bob Moore made a motion to approved Policy BBF – Board member Standards of Conduct as presented. Gwen Carr seconded the motion. Motion was approved 9-0.**

### Consent Agenda

- ✓ Personnel Report with Carrie Compton's name removed – December 2021
- ✓ AC – Nondiscrimination
- ✓ ACB – All Students Belong
- ✓ JB – Equal Educational Opportunity
- ✓ Board Minutes – Peggy made two changes to the minutes – November 16, 2021
  - **Gwen Carr made a motion to approve the Consent Agenda as corrected. Carlos Perez seconded the motion. Motion was approved 9-0.**

The December 14, 2021 Board of Director's meeting adjourned at 7:50 pm.

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Peggy Kinkade, Board Chair

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Shelley Knutz, Executive Assistant