

Board of Directors Board Minutes July 19, 2022

Board Members	Board Chair Peggy Kinkade, Vice Chair Matt McGowan, Directors Seana Barry, Anthony Georger, Betsy Julian, Elizabeth Sanchez
HDESD Staff	Paul Andrews, Superintendent; Rochelle Friend, Chief Financial Officer; Anna Higgins, Assistant Superintendent (attended virtually); Angella LaFontaine, Business Analyst; Shay Mikalson, Chief Student Success Officer and Shelley Knutz, Executive Assistant
Call to Order	Board Chair Peggy Kinkade called the July 19, 2022 meeting to order at 5:30 pm

PRESENTATIONS and REPORTS

Oath of Office

Peggy Kinkade administered the Oath of Office to Anthony Georger, Business Representative. Anthony's term will run through June 30, 2025.

Election of 2022-23 Officers

Peggy Kinkade opened nominations for the 2022-23 officers.

- **Betsy Julian moved to nominate Peggy Kinkade as Chair for 2022-23. Matt McGowan seconded the motion. Motion carried 6-0.**
- **Betsy Julian moved to nominate Matt McGowan as Vice-Chair for 2022-23. Seana Barry seconded the motion. Motion carried 6-0.**

Financial Report

Rochelle reported the main focus for the business office is closing out the 21-22 fiscal year and spending down the grants. Our cash flow is currently short of projections. She will continue to monitor it throughout the summer and is confident the revenue will be adjusted after recording the Q4 grant reimbursements. Anthony asked Rochelle to explain the drop in the cash flow for June. She noted that a majority of staff do not work during the summer so they received three summer paychecks all in June. This equals itself out in the coming months.

DISCUSSION ITEMS

Program Presentations

Superintendent Andrews explained the purpose for the program presentations is so the board members can become more familiar with the many programs run by High Desert ESD. He reviewed a list of the presentations at board meetings over the past 5 years and asked the board members to indicate the top 5 presentations they were most interested to hear about in the coming year.

Superintendent Report

- COVID Update – Summer school is in progress with no real change to practice or policy. We are strongly recommending masks to be worn when the county infection level is red or high.
- Summer learning – The Community Summer Grants regional team has recommended funding 32 projects totaling \$3.2 M for our region. A handful of those organizations are still in the process of updating their insurance, so these are not totals that have passed final approval, but we hope they will be.
- Real estate update – Our offer of \$310k for the parcel of land adjacent to HDREC was not accepted by the seller.
- Upcoming events and notifications
 - ✓ Executive Team retreat – 8/3 – Skyliner Lodge
 - ✓ Administrative Leadership Team(ALT) retreat – 8/23 in Bend
 - ✓ Taking it Up training(TIU) – 8/25-26 – Deschutes County Fairgrounds
 - ✓ New Employee Orientation (TIU plus 8/29) - HDREC
 - ✓ All ESD staff retreat is 9/1 at Ridgeview HS from 8-12. The board members are welcome and encouraged to attend. LeDerick Horne is the keynote speaker and will begin around 8:30.
 - ✓ Reminder – there will be no board meeting in August
 - ✓ September board leadership meeting 9/14 and board meeting 9/20
 - ✓ Superintendent Andrews will be teaching Admin programs EDAD 601 and 618 for Lewis and Clark College in the fall.

Board Report

- Board Committee Assignments – The current board committees are: Finance, Superintendent Evaluation and Board Outreach. Peggy asked that Shelley email the board members asking them which committees they are most interested in serving on for 2022-23.
- OAESD Governance Council Board Representative – Superintendent Andrews explained the OAESD Governance Council includes the superintendent and 1 board member from every ESD. The Council meets 4 times a year. Bob Moore had filled this role for several years (until he retired from the board last month) and invited Carlos to join him to attend a meeting. Carlos is willing to serve as the board representative for High Desert ESD.
- Board Leadership meetings – Peggy noted this meeting is two weeks prior to a board meeting. The purpose is for Superintendent Andrews to check in with the board members to make sure the agenda items are relevant. They review and adjust the agenda accordingly. Shelley has drafted a schedule for the meetings, which are not mandatory. Peggy will send the schedule out for the board members to review.

Superintendent Andrews Evaluation

Peggy thanked all of the board members and executive team for their input on the Superintendent Evaluation Survey. After reviewing the responses and comments she wrote an evaluation summary she is presenting for the Board's approval. Superintendent Andrews was rated as highly effective or effective in all four areas of his evaluation. Superintendent Andrews is well regarded by board members and executive team members alike and supports a culture of putting kids first.

Peggy will schedule a meeting with him to discuss this the evaluation summary in detail. Matt said the board members appreciate Superintendent Andrews' guidance and transparent leadership very much.

Superintendent Andrews thanked the board members for working with him to more closely align the superintendent evaluation with their board goals. He believes we are going in the right direction and plans to continue the good work we are all doing.

- **Matt McGowan made a motion to accept the 2022 Superintendent's Evaluation as presented. Elizabeth Sanchez seconded the motion. Motion carried 6-0.**

ACTION ITEMS

Resolution 81-22 Annual Procedural Business

Rochelle noted that #4 should read Sensiba San Filippo(SSF) Certified Public Accountants and Business Advisors. They acquired SGA Certified Public Accountants. Shelley will make this correction.

- **Seana Barry made a motion to approve Resolution 81-22 with the correction to #4. Anthony Georger seconded the motion. Motion carried 6-0.**

Appoint OAESD Governance Council Board Representative

- **Betsy Julian made a motion to appoint Carlos Perez as OAESD Governance Council Board Representative. Matt McGowan seconded the motion. Motion carried 6-0.**

Consent Agenda

- ✓ Personnel Report – July 2022
- ✓ Board Minutes – June 21, 2022 – Peggy noted that on page 4 – Appoint Business Representative, Carlos’ name should be added to the board members who had the opportunity to meet with Anthony.
 - **Seana Barry made a motion to approve the Consent Agenda as corrected. Anthony Georger seconded the motion. Motion carried 6-0.**

Peggy mentioned she would like to invite board member’s families to the September meeting and have it be an opportunity to get to know each other better. Have dinner together followed by a brief board meeting. She will work with Superintendent Andrews and Shelley on the details.

The July 19, 2022 Board of Director’s meeting adjourned at 6:25 pm.

Peggy Kinkade, Board Chair

Shelley Knutz, Executive Assistant

Minutes approved on 9/20/2022